POLL MANAGERS HANDBOOK

JANUARY, 2020 EDITION

SOUTH CAROLINA
ELECTION COMMISSION

every vote matters.
every vote counts.

scVOTES.org

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ELECTION COMMISSION

Poll Managers Handbook
January 2020 Edition

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To the Manager:

Thank you for your willingness to serve as a poll manager on election day. State and county election officials work hard all year to ensure that elections are secure and run smoothly, but we can't do it alone. Poll managers play an important role in conducting fair and impartial elections.

We are excited to announce the implementation of a new statewide, paper-based voting system. Voters will make selections on a touchscreen like they did with the previous voting system, but when finished making selections, voters will print their ballot and place it in a scanner for tabulation.

This handbook provides you with the information necessary to efficiently and effectively conduct elections in the polling place. If you have worked as a poll manager before, there is a lot of new information related to the new voting system. It is important to review the information since many procedures may have changed.

As a poll manager, you will be the face of the election community as you assist voters in a friendly and courteous manner. Poll managers are expected to put aside any personal political views and party allegiances. Our goal is to ensure voters have a pleasant experience and leave the polling place feeling satisfied and confident that their vote counts. Again, thank you for serving as a poll manager.

Sincerely,

Marci Andino
Executive Director

Important Numbers & Information

My Precinct: _____ Polling Place: _____

Polling Place Address: _____

Equipment Issues: _____

Voter Issues: _____

Check-In Times: _____

Check-In Number: _____

	Name	Number
Polling Location Technician		
Clerk		
Manager		
Manager		
Manager		
Manager		
Manager		
Manager		

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Statutory References

Statutory references in this booklet (for example, 7-13-72) refer to sections of the 1976 Code of Laws of South Carolina as amended. For training purposes only, certain language from the S.C. Code of Laws has been paraphrased. This is not intended to change the meaning of any law in any way.

Voter Registration Lists

All voter registration lists in this Poll Managers Handbook are public records. These lists are used for training purposes only. While the names in these lists are factual, some signatures shown in these lists are not the actual signatures of the voters. These signatures are not intended to be used as the voters' signatures and are used only for demonstration purposes.

Terms

"Elector" and "Voter" – Used interchangeably to mean a registered voter.

"Manager" – Poll manager or manager of the election.

"Clerk" – Lead Poll Manager

"County Board" – The county board of voter registration and elections.

"County Office" – The county voter registration and elections office.

Poll Managers

Manager's Creed

"I will do all I can within the law to help you vote today."

Types of Managers

- Clerk – The county board appoints one manager in each precinct to be clerk. The clerk is the lead poll manager (7-13-72).

- Poll Managers – All managers assigned to the polling place, including clerks and assistants, are poll managers and are responsible for the operating of polling place.

- Poll Manager's Assistant – One 16 or 17-year-old assistant may be appointed for every two poll managers. Assistants must complete poll manager training. Assistants may not serve as clerk but have the same responsibilities as a poll manager (7-13-110).

Poll Manager Roles

Managers may serve in various roles on election day. In smaller precincts or in elections with low turnout, one manager may play multiple roles:

- Clerk – The clerk is the lead poll manager and oversees the polling place. It is the clerk's job to assign roles, arrange the polling place, monitor the flow of traffic, maintain an orderly voting process, complete paperwork, ensure equipment is returned, and ensure policies and procedures are followed.

- Greeters – Greets voters, asks voters if they have the proper Photo ID, asks voters to have their ID ready, identifies voters with issues, directs voters to the manager's table or resolution table, monitors for curbside voting, and monitors for any issues inside or outside the polling place.

- Manager's Table – Processes voters.

- Resolution Table – Processes voters with address issues, provisional ballots, and   other issues.

- Curbside Manager – Manages the curbside voting process.

- Ballot-Marking Device Manager – Directs voters to an available ballot-marking device, instructs voters on inserting the ballot card, selects ballot styles, and directs voters to the scanner.

- **Exit Monitor** – Monitors the scanner to ensure voters do not leave without scanning their ballot, instructs voters on how to scan their ballot, provides "I Voted" stickers, and collects ballot stubs from voters casting an emergency ballot (Section 7-13-730).

Qualifications of Managers

- Clerks must be registered to vote in the county in which they are working, or in an adjoining county (7-13-72).

- Poll managers must be registered to vote in South Carolina. There is no requirement to be a resident of the county or an adjoining county (7-13-110).

- Managers may not be a candidate or the spouse, parent, child, brother, or sister of a candidate at any polling place where the candidate's name appears on the ballot (7-13-120).

Number of Managers

General Elections

For general elections, the county board appoints three managers for each polling place in the county for every 500 voters registered to vote at such polling place or portion thereof (7-13-72). For example, if 1,350 persons are registered to vote at a particular voting place, nine managers should be appointed.

Special or Municipal Elections

For special or municipal elections, the authority charged by law with conducting the election appoints three managers for the first 500 electors registered to vote in each precinct in the county, municipality, or other election district and one additional manager for each 500 registered voters over the first 500 (7-13-72).

Statewide Primaries

For primary elections held on the second Tuesday in June of each general election year, the county board appoints three managers for each polling place in the county for the first 500 electors registered to vote at such polling place, and may appoint three additional managers for each additional 500 electors registered to vote there.

All Other Party Primaries

For all other primaries, the county board appoints three managers for the first 500 electors registered to vote in each precinct involved in the primary election and one additional manager for each 500 electors registered to vote in the precinct above the first 500.

Forty-five days prior to any primary, except municipal primaries, each political party holding a primary should submit a list of prospective managers to the county board. The board must appoint at least one manager for each precinct from the list of names submitted by each political party holding a primary, if such list is submitted (7-13-72).

Training

Efficiently run elections are essential to an orderly form of government. All elections must be uniform and conducted within the boundaries of the laws of the state. Poll manager training is necessary for the conduct of good elections and is required by law. The county board is responsible for training poll managers. The State Election Commission is responsible for providing poll manager training materials (7-13-72).

While you may be required to attend in-person training, all managers are encouraged to complete online poll manager training at scVOTES.org. Your county board will provide you a username and password.

Constitutional Oath

After completing training, managers must take and sign the following oath prescribed by the S.C. Constitution:

> "I do solemnly swear (or affirm) that I am duly qualified, according to the Constitution of this State, to exercise the duties of the office to which I have been appointed, and that I will, to the best of my ability, discharge the duties thereof, and preserve, protect and defend the Constitution of this State and of the United States. So help me God." (Article III, Section 26, S.C. Constitution)

This oath should be filed immediately with the Clerk of Court, or if there is no clerk, then with the Secretary of State (7-13-72).

Failure of Managers to Attend Election

If any of the managers fail to attend or if they have not been appointed, the qualified voters of the precinct who are present may appoint a manager to act in the place of the absent manager. If the duly appointed managers attend within a reasonable time, they will act as managers (7-13-170).

Before Polls Open

Arrival

Managers should arrive at the polling place at least one hour before the polls are scheduled to open. Know how to get to your polling place and where to park before Election Day. It may be helpful to visit your assigned polling place before Election Day. Make sure arrangements have been made to unlock the doors to the facility on election morning. Make sure you have an emergency contact number.

Manager's Oath

Before opening the polls, the managers must take and sign a second oath in addition to the oath signed at training (included in polling place materials).

> "We do solemnly swear that we will conduct this election according to law and will allow no person to vote who is not entitled by law to vote in this election, and we will not unlawfully assist any voter to prepare his ballot and will not advise any voter as to how he should vote at this election." (7-13-100)

The oath must be returned to the county board.

Manager's Badges

Managers will be provided with identification badges and must wear them at all times.

Polling Place Security

- Identify all exits from your polling place.
- Locate the fire extinguisher, alternative telephones, and fire alarm handles, if any, to pull in case of an emergency.
- Ensure your cell phone is charged and turned on at all times.
- Know the address of the polling place and be prepared to give a definitive location within your building so that in the event you have to call 9-1-1, emergency responders can find you quickly.
- Maintain custody of ballot-marking devices, scanners, ballot boxes, ballot cards, paper ballots, EVRL laptop, paper voter registration list, and other election materials and equipment to and from the polling place. If left unattended, these items must be locked in a secure area.
- Follow the voting system opening and closing procedures. Make certain to use seals and record seal numbers on the seal envelopes as instructed (see "Voting System Seals" section).
- Secure ballot cards and paper ballots while not in use. Do not leave ballots unattended.
- Verify ballot compartments and ballot boxes are locked, sealed and monitored at all times. Do not leave any ballot box unattended.
- Notify the county office immediately of any security concerns.
- After closing the polling place, return all materials immediately as instructed by the county office. The county office may instruct managers to secure some equipment inside the polling place for later pickup.

Ballot Types

Ballot Cards

Ballot cards are issued to voters at the check-in table and are inserted in a ballot-marking device by the voter to activate a voting session. After making selections, voters review their selections and print their ballot card. Voters then review the printed ballot card and cast their ballot by inserting it into the scanner. The scanned ballot cards are then automatically fed into a ballot bin in a compartment in the scanner base.

Each polling place should have one ballot-marking device for each 250 registered voters, or portion thereof, or as near thereto as may be practicable (7-13-1680). Ballot-marking devices must have a means to ensure voter privacy. Voters must use ballot cards and ballot-marking devices, except under limited circumstances detailed below.

Emergency/Provisional Ballots

These are paper ballots that are hand-marked by the voter. Hand-marked paper ballots may also be referred to as "full-face" paper ballots. Emergency/Provisional ballots are included with your polling place supplies and should not exceed 10% of the registered voters in the precinct (7-13-430). You will receive Emergency/Provisional ballots for each ballot style in your precinct. The ballots will be labeled "Emergency/Provisional" at the top and are used for two purposes: emergency voting and provisional voting.

Emergency ballots are used if ballot-marking devices are not available. Voters hand-mark the ballots then place them in the scanner. If both the ballot-marking devices and the scanner are not available, the ballots are placed in the Emergency/Provisional slot on the front of the scanner by the voter. Poll managers scan emergency ballots during the closing of the polls. For more details on emergency voting, see the "Ballot-Marking Devices Not Available (Emergency Ballots)" section.

Provisional ballots are used for various purposes outlined in the "Election Day Issues" section. Voters place these ballots in a Provisional Ballot Envelope, and the envelope is placed in the emergency/provisional slot on the front of the scanner base. Provisional ballots are not counted on election day. The envelopes are returned to the county office by the managers. For more details on provisional voting, see the "Voting a Provisional Ballot" section.

Failsafe Provisional Ballots

These are hand-marked paper ballots included with your polling place supplies that should not exceed 5% of the registered voters in the precinct (7-13-430(C)). Failsafe Provisional ballots contain only federal, statewide, countywide, and municipality-wide offices. In smaller elections, you may not receive Failsafe Provisional ballots because there are no such offices on the ballot. Voters place these ballots in a Provisional Ballot Envelope, and the envelope is placed in the emergency/provisional slot on the front of the scanner base. Failsafe Provisional ballots are not counted on election day. The envelopes are returned to the county office by the managers. For more information, see the "Failsafe Voting" section.

Use of Hand-Marked Paper Ballots

Hand-marked paper ballots may be used only for emergency and provisional voting. A voter may not use a hand-marked ballot simply because he does not want to use the ballot-marking device. For more on using emergency ballots, see the "Ballot-Marking Devices Not Available (Emergency Ballots)" section (7-13-830).

Ballot Styles

One of your most important duties is to ensure each voter gets the correct ballot style. A ballot style is a unique combination of offices that appear on a voter's ballot depending on the voter's address. For example, a county council district line may cross your precinct causing some voters to vote a ballot featuring district 1 while other vote ballots featuring district 2. Your polling place may have numerous ballot styles. In primaries, additional ballot styles will exist for each party (7-13-610). On the ballot-marking device, you will select the ballot style for the voter on the touchscreen (if you have multiple ballot styles). With Emergency/Provisional ballots, you will need to provide the voter with the correct hand-marked paper ballot. Determining ballot styles is covered in the "Processing the Voter" section.

Preparing Ballot-Marking Devices and Scanners for Voting

A detailed step-by-step guide for opening and closing the ballot-marking devices and scanners is provided with your poll manager's materials. Be sure to follow these instructions carefully.

Counter Does Not Register Zero

Before opening the polls, each manager should examine the scanner to see no vote has been cast and the public count is zero (000). If the public count is not zero:

- Call the county board and report the problem immediately.
- Do **not** use the scanner unless and until instructed to do so. Use another scanner if available. Otherwise follow the procedure in the "Scanner Not Available" section (7-13-1770).

Ballot Box

At least one ballot box for paper ballots must be provided by the county board. The box must be a sufficient size to handle the volume of ballots (7-13-340).

The scanner base features two ballot compartments.

Main Ballot Compartment: This compartment houses the ballot bin. When a voter inserts a ballot card into the scanner, the ballot card is automatically deposited into the bin. At the close of the election, the ballot bin is removed for transporting ballots to the county office.

Emergency/Provisional Ballot Compartment: This compartment features a slot to place unscanned ballot cards and emergency ballots in the event the scanner is not working. Provisional ballot envelopes are also placed in this slot. The compartment is designed to keep these unscanned ballots separate from scanned ballots. At the close of the election, unscanned ballot cards and emergency ballots and provisional ballot envelopes are removed from the compartment. Unscanned ballot cards and emergency ballots are scanned at the polling place during the closing process. Provisional ballot envelopes are placed in the ballot bin or other ballot box or secure ballot bag for transporting to the county office. It is important to remember that unscanned ballots must always be kept separate from scanned ballots.

Your county office may also provide additional ballot boxes or secure ballot bags for use under certain circumstances.

Locking and Sealing the Ballot Box

The clerk must publicly display that ballot boxes are empty before opening the polls. The ballot-marking device and scanner opening and closing guides provide detailed instructions for locking and sealing the ballot boxes. You will remove the ballot bin from the main ballot compartment and open the flaps to show it is empty. When you return the bin to the compartment, make sure the flaps are left open. Lock and seal the compartment. You will open the door to the emergency/provisional compartment to show it is empty then lock and seal the compartment. Open any other ballot box to be used in the election, show it is empty, and lock and seal the box. The clerk must secure the keys until the polls are closed, and it is time to remove the ballots. (7-13-840).

Security Seals

Ballot-marking devices and scanners will be sealed in various places using numbered seals. The seal numbers will be recorded on the seal envelope. The ballot-marking device and scanner opening and closing guides provide detailed instructions for managing these seals. You will be provided with a Seal Envelope to record seal numbers and store broken seals. Unused closing seals will also be provided to the managers inside the seal envelope.

The envelope containing these seals should not be opened until at least three of the managers of the precinct are present and can examine the envelope to see that it has not been opened.

Arrangement of Polling Place

Proper polling place arrangement is essential to ensure the secrecy of the ballot, an orderly flow of voters, accessibility for all voters, and polling place security. Managers should arrange their polling place in the most efficient manner possible.

- Each polling place must have a table for the managers

- Ballot-marking devices must be placed at least five feet from a manager's table or station and any area where voters may be waiting. Allow us much distance as possible between these areas and the ballot-marking devices to maximize voter privacy.

- Ballot-marking devices must be placed so that the screen cannot be seen by any manager or voter. Managers must ensure no one be in a position to see a voter's ballot while the voter is voting (7-13-1780). To accomplish this, devices may be positioned sideways against a wall so that the voter's shoulder is toward the wall, or the device can be positioned with the screen facing a wall so that the voter's back is toward the wall. Refer to the polling place layout diagram later in this section.

- To maximize voter privacy, turn the ballot-marking device so that the screen is facing away from any area where managers or voters may be.

- In most cases, ballot-marking devices will be placed on tables. Privacy screens are provided to surround the ballot-marking devices to ensure the secrecy of the voter's ballot. Other types of voting booths may be provided by the county office. A privacy screen on a table or voting booth must also be provided for voters who are hand-marking an emergency ballot.

- The scanner must be kept secure and should be arranged so that the voter can deposit his ballot without crowding, confusion, or interference.

- A manager must be stationed between the scanner and the exit door to ensure voters do not leave without scanning their ballot card. Managers should position themselves in a way that maintains the secrecy of the voter's ballot.

- A guard rail must be provided around the voting booths so that no one except authorized person can approach nearer than five feet to the booths. Use rope, tape, or other means to accomplish the objectives of avoiding crowding and interference, and to preserve the secrecy of the ballot (Section 7-13-130).

- Sample ballots and all posters and signs should be posted in a conspicuous area (7-13-1740). Posters should be posted so that the center of the poster is approximately four feet off the floor.

- Instructions for using the ballot-marking device and scanner should be posted in the polling place. Instructions are included on the ballot-marking device and scanner display screens. In addition, detailed instructions on how to use the ballot-marking device and scanner are available in the brochure titled: "South Carolina's Paper-Based Voting System." If available, post this brochure inside the voting booth.
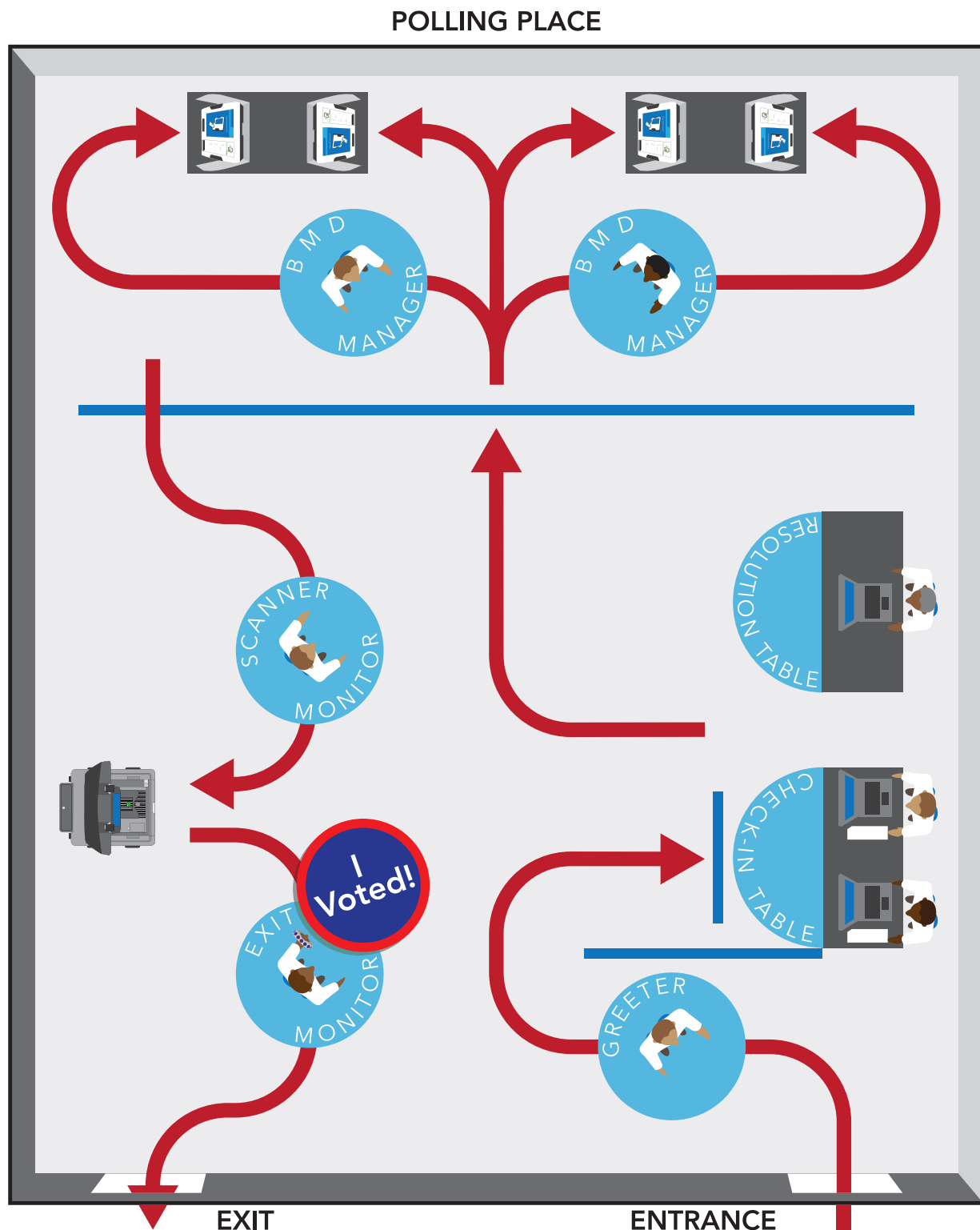
POLLING PLACE

- For use as example only. Not drawn to scale. Every polling place is different. Arrange the polling place for maximum voter privacy and polling place efficiency.
- Yellow arrows represent voters moving through process. Blue line represents painter's tape used on floor to direct traffic flow.

Managing Long Lines

In elections with heavy turnout, managers need to take additional steps to help reduce wait times. Visit the polling place prior to election day to determine the best layout:

- Think about where the line will form and arrange the manager's table to maximize the indoor waiting area.

- Use removable tape (e.g., painter's tape) on the floor to direct traffic flow. Think about a line leading to an amusement park ride or a bank teller. Do NOT use tape that would leave residue or damage floors.

- In a large polling place, consider having one line at the manager's table and another smaller line waiting to use ballot-marking devices. If this method is used, be sure to keep the number of voters waiting on a ballot-marking device manageable so that there is no confusion over who has been checked in.

- Think about flow from the entrance door, to the manager's table, to the ballot-marking device, to the scanner, to the exit door, and maximize your space.

- Consider using a resolution table. A resolution table can be set to the side and out of the way of the normal flow of voters. Voters who are voting provisional ballots, have address changes, or have other issues, can be processed at the resolution table. This allows these voters to be processed without slowing down the flow of traffic.

- Consider using signs to make it clear to voters where to go and what step is next. It is best to place these directional signs above head level so they can be seen in a crowd.

- If an insufficient number of ballot-marking devices are available resulting in unusually long wait-times or unacceptable delays in the voting process, this may be considered an "emergency situation." Hand-marked emergency ballots may be used in this situation. Contact your county office immediately if you believe you have an emergency situation. For procedures on using emergency ballots, see the "Ballot-Marking Devices Not Available (Emergency Ballots)" section.

Polling Place Accessibility

Polling places must be accessible to all voters. While county boards work to take action to ensure polling places are accessible, poll managers play an important role in the process. This section provides polling place accessibility requirements and what steps you can take on Election Day to ensure all voters can access the polling place.

Parking

- There must be at least one designated van accessible space with signage containing the International Symbol of Access. The van accessible space must be at least 96″ wide with a 96″ access aisle.

- Parking lots with 25-50 spaces require one additional car space which is a 96″ wide space with a 60″ access aisle. Parking lots with 51-75 spaces require two additional car spaces.

- Accessible parking should be as close as possible to the most accessible route to the voting area.

- A curbside voting location must be provided and marked with a curbside voting sign. Curbside voting is covered in more detail in the Election Day Issues section.

What you can do:

- If the parking lot doesn't have accessible parking spaces, you can create accessible spaces by marking two regular spaces as one space by placing accessible parking signs in those spaces and separating them with cones or chairs.

- Ensure curbside voting signs are placed at eye level and are visible as voters enter the parking area.

- If using a bell, ensure it can be reached by the driver without leaving the car.

- Do not use the accessible parking spaces for curbside. The accessible parking spaces are for voters who may want to vote inside.

- Walk through parking lot, remove any debris barriers or obstructions.

Entrance

- There must be a sign directing voters to the accessible entrance to the polling place.

- The pathway from the parking lot to the accessible entrance must be free of barriers and obstructions.

- Voters must be able to operate door handles with a closed fist.

What you can do:

- Ensure accessible entrance signs are placed at eye level and are visible from the accessible parking area.

- Walk through all paths, remove debris and move objects such as plants or signs out of the way.

- Make sure that any separate accessible entrances are unlocked.

- If door handles are inaccessible, prop open doors or schedule a person to open doors. Ensure that doors are not propped open using anything that would block the pathway. The county office may provide door stops.

- The county office may also provide accessible lever handles that can be used to make door knobs accessible.

- If any one side of a double leaf door is not at least 32 inches wide prop both doors open.

- The county office may also provide portable ramps or wedges to provide access to thresholds and slight changes in level.

Interior Pathway

- Walking surfaces must be stable, firm, and slip resistant.

- Wall mounted objects must not extend more than 4 inches from the side of an accessible route if between 27 inches (2 feet 3 inches) and 80 inches (6 feet 8 inches) above the ground.

- Post mounted objects must not extend more than 12 inches (1 foot) from the side of an accessible route if higher than 27 inches (2 feet 3 inches) and 80 inches (6 feet 8 inches) above the ground.

- The bottom edge of overhead objects must be at least 80 inches (6 feet 8 inches) above the ground. Examples of overhead objects include, but are not limited to, overhead signs and the underside of an exposed stairway.

What you can do:

- Walk through interior pathways, remove debris and move objects such as plants or signs out of the way. Check for cords, rugs, and other barriers that could make mobility difficult.

- If pathway is not stable, firm and slip resistant try to establish an alternative pathway.

- Use cones, chairs, trash cans, etc. under barriers to prevent voters from walking into them.

Voting Area

- There must be a clear route throughout the entire voting area that is at least three feet wide.

- There must be a circular area at least five feet wide in front of the ballot-marking device and scanner for an individual in a wheelchair to be able to turn around and leave the voting area.

- At least one ballot-marking device (preferably all) must be placed at an accessible height. An accessible table has a surface height of no more than 34 inches and no less than 28 inches above the floor. At least 27 inches of knee clearance must be provided between the floor and the underside of the table.

What you can do:

• Walk through the voting area, remove debris and move objects such as plants or signs out of the way. Check for cords, rugs, and other barriers that could make mobility difficult.

• Provide chairs for individuals to sit on while waiting if needed.

Accessible Voting

All ballot-marking devices are accessible to all voters. Each ballot-marking device is equipped with the following features:

> • Audio-Tactile Keypad
>
> • Headphone Jack
>
> • An Input for a Sip-and-Puff Device and other Assistive Switches
>
> • High Contrast Functionality
>
> • Zoom Functionality

There must be at least one wheelchair accessible voting station in each polling place. Please ensure that at least one ballot-marking device is set up on a table to accommodate a voter in a wheelchair.

Voters may require assistance scanning their ballots. Do not assume that a voter requires assistance. Instead, the voter must request assistance if needed.

What you can do:

• Provide Headphones to any voter requesting them.

• Ensure secrecy of the voter's ballot if assistance is required for scanning.

Voter Registration Lists

You will use a voter registration list to help determine whether a person is eligible to vote in an election and in your precinct. The voter registration list contains the names of registered voters in the precinct. The list will identify voters who have already been issued an absentee ballot. The list also helps you identify the voters correct ballot style (the ballot containing the unique combination of election districts in which the voter resides). There are two types of voter registration lists:

- Electronic Voter Registration List (EVRL)
- Paper Voter Registration List.

Electronic Voter Registration List (EVRL)

EVRL is an electronic version of the voter registration list. EVRL laptops are provided for use at polling places by the county voter registration and elections office.

Benefits

- Allows voters to be checked in faster at the registration table.
- Eliminates need to divide lines alphabetically by last name. Any voter can be processed at any EVRL station as long as the laptops are networked together.
- Identifies voters who have already been issued an absentee ballot and helps the manager identify the voter's correct ballot style.
- Allows managers to direct voters to their correct polling place

Using EVRL

For specific instructions on using EVRL, refer to the EVRL Poll Manager's User Manual.

If multiple EVRL laptops are used in the polling place, the laptops should be networked together so that it's not necessary to separate lines alphabetically. When networked, any voter can be processed at any laptop.

The EVRL Main Menu screen will display the election name, date, and county.

The Main Menu has three options:

1. Voters
2. Absentee Voters
3. Reports

Voters

The Voters option is the function managers will use to record voter participation throughout election day. Select Voters to access the Voter Search screen to search for the voter. The Voter Search screen displays some additional information about the election including the precinct name and percentage of voters who have voted in the election. Search by entering the voter's name or registration number. If the EVRL laptop is equipped with a scanning device, this can be done by scanning the barcode on the voter's voter registration card. Some scanners will also be capable of scanning the barcode on the voter's Driver's License. The search may return multiple voters.

Select the correct voter, and the voter's information will appear on the screen. Enter the page and line number on which the voter signed the poll list. Enter the manager's initials. If voting in a primary, select the appropriate party. If the voter is casting a provisional ballot, denote this on the screen. The screen will include the voter's ballot style and/or district information. Use this to determine the voter's correct ballot style. Specific instructions on determining ballot styles will be provided by the county voter registration and elections office. Once complete, click "Update Voter" and return to the Voter Search screen to process the next voter.

If the search does not display the correct voter, the manager can select the "Other Precincts" option to determine if the voter is registered in another precinct and direct the voter to the correct polling place. If the voter's name cannot be found, follow the procedures in the "Name Not Found On Voter Registration List" section. If a voter whose name is not on the list is ultimately allowed to vote, select "Not Found – Add Voter" to add the voter's name to the list. Complete the screen with all required information and click "Save Voter."

Absentee Voters

The records of voters who have been issued absentee ballots must be updated on the EVRL laptop. Most absentee voters will have already been updated by the county voter registration and elections office. However, some voters who voted late in the absentee process will need to be added on election morning. Click "Absentee Voters" to access the "Absentee Voter Search" screen. Using the list of absentee voters provided by the county voter registration and elections office, search for each voter on the list. Select the correct voter. On the "Record Voters with Absentee Ballots" screen, select "Mark Voter as Absentee." If a Primary, select the appropriate political party.

Be sure to exit the "Absentee" function and open the "Voters" function before processing voters.

Reports

EVRL allows managers to run reports showing the number of voters who have voted, the number of voters who have not voted, or both. The report can be viewed on the screen but not printed. Reports can be run at any time but should not be run while voters are waiting. Voters cannot be processed while in report mode.

Paper Voter Registration List

All polling places will have a paper voter registration list. If using EVRL, the paper list is used as a backup in case of laptop failure. If not using EVRL, the paper list will be used to process voters.

State law requires that when a precinct has more than 750 registered voters, the paper voter registration list must be divided alphabetically so that each list contains no more than 750 voters, with separate managers provided for each list (7-7-730). Split the list so that there are an approximately equal number of voters in each section. While you should split the list at a letter break, do NOT split the list in half by the number of letters in each section (A-M, N-Z). This will likely result in unbalanced lines. Use signs to direct voters to the appropriate line.

Marking the Paper Voter Registration List

Because the paper voter registration list will be scanned after the election to give voters credit for voting in the election, it is very important that managers be very careful in marking the voter registration list:

- Use a number 2 pencil
- Keep manager's initials, page number, and line number inside the boxes
- Fully shade the VOTED, PARTY, and/or RUNOFF circles. No "x"s, checks, or other marks
- Do not fold or crease the pages
- Do not write notes on the list (such as deceased, moved, etc.)
- Use a straight edge to help ensure you stay on the same line as you complete each column.

Marking Absentee Voters

Most voters who have been issued an absentee ballot will already be marked on the list. The "MGR INT" column will have "ABS" pre-printed in the column and the "VOTED" column will have an "X" pre-printed in the circle (see line 5 in the example general election list). However, voters who are issued an absentee ballot close to election may not be marked on the list. If some absentee voters have not been marked on the list, your county office will provide you with a list of absentee voters to mark. These voters must be marked before voting begins.

To mark absentee voters, follow the procedure detailed below for the appropriate type of election. However, instead of writing your initials where indicated, write "ABS." Shade in the appropriate circles. Make no marks in the "PAGE" and "LINE" columns.

Marking Election Day Voters

After finding the voter on the list, follow these instructions depending on the type of list being used:

General Election List

Step 1. Initial in the "MGR INT" (Manager's Initials) column.

Step 2. Write the page and line number on which the voter signs the poll list in the "POLL LIST" page and line number columns.

Step 3. Shade in the circle in the "VOTED" column.

	NAME, ADDRESS	BALLOT STYLE	MGR INT	POLL LIST PAGE	POLL LIST LINE	VOTED	Con	Sen	Hou	CoC	Sch	Wat	PSD	Fir	MI1	MI2	REG NUMBER	DOB/ REG DATES	DO NOT WRITE IN THIS AREA
1	Anderson William R. 176 Village Pkwy	B027	KR	3	08	●	02	24	083	04	04						024120203	10/13/1961 01/05/2010	
2	Andrews Antroyn L 928 Georgetown Dr	B027				O	02	24	083	04	04						024096910	06/09/1967 10/05/2012	
3	ANDREWS HOPE A 955 Georgetown Dr	B027				O	02	24	083	04	04						406782650	03/05/1986 09/25/2004	
4	Apolzan John W 147 Village Pkwy	B027	IM			.O	02	24	083	04	04						024166563	02/23/1980 07/28/2009	
5	Arant Nicki K 128 Savannah Pt	B027	ABS			✗	02	24	083	04	04						024080110	09/19/1944 06/29/2005	

Header note: SOUTH CAROLINA VOTER REGISTRATION LIST — Statewide General Election. ELECTION NUMBER: 20026, ELECTION DATE: 11/08/2016, POLLING LOCATION: First Baptist Church, PRECINCT CODE(s): 029, COUNTY: 02 AIKEN, PAGE NO: 3.

EXAMPLE GENERAL ELECTION LIST - FOR DEMONSTRATIONAL PURPOSES ONLY

Party Primary List

Step 1. Determine the primary in which the voter wishes to vote (if more than one).

Step 2. Initial in the "MGR INT" column.

Step 3. Write the page and line number of the voter's signature on the poll list in the "POLL LIST" page and line number columns.

Step 4. Shade in the circle in the "PARTY" column (R=Republican, D=Democratic).

	NAME, ADDRESS	BALLOT STYLE	MGR INT	POLL LIST PAGE	POLL LIST LINE	PARTY R	PARTY D	RUN OFF	RUN OFF PAGE	RUN OFF LINE	Con	Sen	House	CoC	Sch	CIC	REG NUMBER	DOB/ REG DATES	DO NOT WRITE IN THIS AREA
1	Arce Deanna T 128 Scottish Ave	D001 R014	LC			●	O	● LC	2	58	04	08	027	26	28		470759069	09/12/1977 10/11/2016	
2	Ard Corey R 302 Willow Branch Dr	D001 R014	CW	3	12	O	●	O			04	08	027	26	28		470113973	09/02/1990 08/24/2012	
3	Ard Rhonda M 302 Willow Branch Dr	D001 R014	IF			O	O	O			04	08	027	26	28		235538603	08/19/1959 03/20/1996	
4	Arendt Jason D 125 Scottish Ave	D001 R014	HB	4	7	O	●	● CW	1	21	04	08	027	26	28		470088809	09/16/1979 06/29/2012	
5	Arias Virmancelly 101 Tripmont Ct	D001 R014				O	O	O			04	08	027	26	28		470057295	12/11/1975 04/12/2012	

Header note: SOUTH CAROLINA VOTER REGISTRATION LIST — Statewide Primary Election. ELECTION NUMBER: 20579, ELECTION DATE: 06/12/2018, POLLING LOCATION: Calvary Baptist Church, PRECINCT CODE(s): 315, COUNTY: 23 GREENVILLE, PAGE NO: 5.

EXAMPLE PRIMARY LIST - FOR DEMONSTRATIONAL PURPOSES ONLY

Primary Runoffs

In a primary runoff, you will use the same list as you used in the primary. Any voter who voted in the primary is limited to voting only in the same party's runoff. In other words, the voter may not switch from one party in the primary to another party in the runoff. You will use the list to make sure voters vote only in the runoff for which they are eligible. A voter who did not vote in the first primary but was eligible to vote may vote in either party's runoff.

Step 1. Determine if the voter voted in the primary, then follow A, B or C.

A. If the voter voted in the primary, and there is a runoff for that party (see line 4 in example primary list):

1. Shade in the circle in the "RUNOFF" column

2. Initial under the circle

3. Write the page and line number of the voter's signature on the poll list in the "RUNOFF" page and line number columns.

B. If the voter voted in the primary, but there is no runoff for that party:

1. Voter is not eligible to vote.

C. If the voter did not vote in the primary (see line 1 in the example primary list):

1. Determine in which runoff the voter wishes to vote (if more than one)

2. Initial in the "MGR INT" column

3. Shade in the circle in the "PARTY" column (R=Republican, D=Democratic).

4. Shade in the circle in the "RUNOFF" column.

5. Initial under the circle.

6. Write the page and line number of the voter's signature on the poll list in the "RUNOFF" page and line number columns.

Municipal Election List

Step 1. Initial in the "MGR INT" column.

Step 2. Write the page and line number on which the voter signs the poll list in the "PAGE" and "LINE" columns.

Step 3. Shade in the circle in the "VOTED" column.

EXAMPLE MUNICIPAL LIST - FOR DEMONSTRATIONAL PURPOSES ONLY

Municipal Runoffs

In a municipal runoff, you will use the same list as you used in the election. A voter who did not vote in the election but was eligible to vote may vote in the runoff. Follow the same procedures as above, but complete only the columns under "RUNOFF." Make no marks in the "ELECTION" column.

Poll List

The poll list is a list of the signatures of every voter who has voted at the polling place. Blank poll lists are provided with the polling place supplies. Every voter must sign the poll list before receiving a ballot. A separate poll list is used for curbside voters (see "Curbside Voting" section). Voters should sign the poll list with either blue or black ink.

Voter's Oath

The Voter's oath is printed on the poll list. Ask the voter to read the oath before signing. By signing the poll list, the voter is taking the voter's oath. It is not necessary for a manager to read the oath to the voter (unless the voter is illiterate or blind).

General & Special Elections

"I do solemnly swear or affirm that I am qualified to vote at this election according to the Constitution of this state, and that I have not voted during this election" (7-13-710, 7-13-720).

Party Primaries

"I do solemnly swear or affirm that I am qualified to vote at this election according to the Constitution of this state, and that I have not voted during this election. Further, I do solemnly swear or affirm that I am duly qualified to be at this primary election and that I have not voted before at this primary election or in any party's primary election or officially participated in the nominating convention for any vacancy for which this primary is be held" (7-13-1010).

If the voter is unable to write or is prevented from signing his name by physical disability, he must sign the poll list by mark with the assistance of one of the managers. The voter should make a cross mark (X) after which the manager will write the voter's name and phrase "his mark" in the following manner:

His

John (X) Smith ***DCR*** <- Manager's Initials

Mark

The manager should place his initials on the line beside the mark (7-13-710).

Opening the Polls

At 7:00 a.m., the clerk publicly announces that the polls are open, and the voting process begins. No voter can begin the voting process before 7:00 a.m.

Closing the Polls

At 7:00 p.m., the clerk announces that the polls are closed. Any voters who are in the process of voting or waiting to vote at this time must be allowed to vote. No one who arrives after the announcement that the polls are closed may be allowed to vote (7-13-850). A poll manager should stand at the end of the line to mark the last voter and to monitor for late arrivers.

Processing the Voter

At the Qualification Table:

STEP 1 - Voter Presents Photo Identification

Ask the voter to present one of the following forms of current and valid photo identification (7-13-710).

- S. C. driver's license
- S.C. Department of Motor Vehicles identification card
- S.C. Voter Registration card with a photograph
- Federal Military identification card with a photograph
- U.S. Passport

See Appendix I for examples of qualifying Photo IDs.

If the voter does not present qualifying Photo ID, the voter may vote a provisional ballot. See "Voter Without Qualifying Photo Identification" section.

STEP 2 - Verify Photo, Expiration Date and Signature

Verify the photograph on the qualifying Photo ID is that of the person seeking to vote. Check any expiration date the Photo ID may have. If the ID is expired, ask the voter for another form of qualifying Photo ID. If the voter has no other form of qualifying Photo ID, follow the procedures under "Voter Without Qualifying Photo ID" in the "Election Day Issues" section. Additionally, check the signature on the voter's identification against the voter's signature on the poll list after the voter signs this list.

Any address listed on the Photo ID has no impact the voter's eligibility to vote. The Photo ID is not required to have an address, and the address is not required to be current. What matters is whether the voter confirms the address shown on the voter registration list (see Step 4).

STEP 3 - Locate Voter on Voter Registration List

See detailed instruction in the "Voter Registration Lists" section.

STEP 4 - Verify Address

Ask the voter if the address on the voter registration list is the voter's current address. For example:

"Do you still live at 123 Main Street in Columbia?"

If the voter confirms the address as listed, proceed to the next step. If the voter's address is different from what is listed on the voter registration list, see the "Address Not Correct on Voter Registration List" section.

STEP 5 - Check for Status Codes

Check the voter registration list for any status codes. Listed below are the codes and steps to process each.

ABS Indicates the voter has been issued an absentee ballot.

If the voter has voted absentee, he may not vote at the polls on election day. If the voter was issued an absentee ballot and did not return his absentee ballot and wishes to vote at the polls on election day, follow procedures in the "Voter Marked ABS on the Voter Registration List" section.

I-M Stands for "Inactive – Moved" and indicates that the State Election Commission has received information that the voter has moved. Follow steps under I-F below.

I-F Stands for "Inactive – Failed to Respond" and indicates the voter failed to respond to a confirmation mailing conducted by the State Election Commission to verify the voter's address.

The "I-M" and "I-F" designations do not necessarily require any extra action by the poll manager. These designations are used primarily by the voter registration office. It is essential to ask every voter whether his address is correct, including voters with "I-M" and "I-F" designations. If a voter with one of these designations states that the address on the voter registration list is correct, the voter should be allowed to vote a regular ballot using the ballot-marking device and scanner. If the voter states the address is incorrect, follow the procedures in the "Address Not Correct on Voter Registration List" section.

ID Voters are required to provide proof of identification when registering to vote by mail. Voters who did not provide this identification when registering, must do so before voting. A voter providing any one of the five qualifying Photo IDs for voting also satisfies this registration

ID requirement, and no additional ID is necessary. Therefore, the ID status code usually requires no further action.

However, if the voter is voting a provisional ballot under the reasonable impediment exception (see "Voter Without Qualifying Photo ID" section), the voter must provide this additional ID to complete the voter registration process. Additional ID may include any one of the following current and valid documents:

- photo identification (includes employee and student IDs, does not require address on ID)
- utility bill (must show address in county)
- bank statement (must show address in county)
- paycheck (must show address in county)
- government document (must show address in county, paper voter registration card without photo cannot be used as government document)

If the voter does not have one of these additional IDs, and the voter is voting reasonable impediment provisional ballot; the voter must provide the county voter registration office with the additional ID prior to certification of the election for the ballot to count. A copy of the additional ID can be provided by fax, email, or delivered in person.

STEP 6 - Primary Elections

If not a Primary, Skip to STEP 7.

If more than one primary is being held, ask the voter to declare in which political party's primary he wishes to vote.

> **IMPORTANT: Do NOT** ask the voter, "Are you a Republican or Democrat?"
>
> Instead politely ask the voter:
>
> **"In which party's primary do you wish to vote today?"**
>
> If only one-party primary is being held, inform the voter:
>
> **"There is only a _____ Party Primary today"**

STEP 7 - Voter Signs Poll List

Ask the voter to read the oath printed on the poll list and sign the poll list in blue or black ink. In a primary, make sure the voter signs the appropriate party-specific poll list.

STEP 8 - Marked Voted & Initial List

On the voter registration list, record your initials, the page and line number of the voter's poll list signature, and mark the voter as having voted. In a primary, record the appropriate political party.

STEP 9 - Determine Ballot Style

If there are multiple ballot styles being used, you will need to check the BALLOT STYLE or DISTRICT section of the voter registration list to determine which ballot style the voter is entitled to vote. Your county voter registration and elections office may provide your polling place with a ballot style indicator for the voter to provide to the ballot-marking device manager. Your county voter registration and elections office will provide you with specific instructions on determining ballot styles.

STEP 10 - Provide Voter with Ballot Card and Direct Voter to Ballot Marking Device

Provide the voter with a blank ballot card and a ballot style indicator (if necessary) and direct the voter to proceed to a ballot-marking device.

At the Ballot-Marking Device:

Step 11 - Voter Marks Ballot

- Direct the voter to the next available ballot-marking device and take the voter's ballot style indicator (if necessary).

- Ask the voter to insert the ballot card with the corner cut on the right as instructed on the screen. Never handle the voter's ballot unless the voter requires assistance (See "Assistance to Voters" section).

- Select the correct ballot style on the screen (if necessary) then step away at least five feet to allow the voter privacy.

- After the voter prints the ballot card, direct the voter to the scanner.

At the Scanner:

Step 12 - Voter Casts Ballot

- Direct the voter to the scanner saying:

  "Insert your ballot face down on the green arrow."

- Never handle the voter's ballot unless the voter requires assistance (See "Assistance to Voters" section).

- Have the voter wait until the screen reads "thank you for voting."

- Thank the voter for voting and provide an "I Voted" sticker (if available).

Election Day Issues

If every voter who arrived at your polling place was qualified to vote there and had proper ID, your job as a poll manager would be simple. While most voters are qualified, some are not. One of your most important responsibilities is to determine if and how these voters should vote in your polling place. You are also responsible for ensuring that everyone follows the rules for the conduct of elections. This section provides instruction on addressing many of the issues you may encounter on election day.

Voter Without Qualifying Photo Identification

If a voter does not present one of the qualifying Photo IDs, the manager must ask:

<div align="center">

"Did you forget to bring your Photo ID to the polls,

or do you not have a Photo ID?"

</div>

1. **If the voter forgot to bring his Photo ID,** the voter has two options:

   a. Leave polling place, return with Photo ID, return and vote a regular ballot using the ballot-marking device and scanner.

   b. Vote provisional ballot now and present Photo ID later to county board of voter registration and elections no later than provisional ballot hearing. Explain ballot will NOT count unless voter presents Photo ID by that time. Poll manager checks the box in section C of the Provisional Ballot Envelope. Voter does NOT complete Reasonable Impediment Affidavit. Provide voter with Notice of Provisional Ballot Hearing.

2. **If the voter does not have a Photo ID,** ask the voter the following question:

<div align="center">

"Is there an obstacle that prevented you from getting

one of the necessary Photo IDs?"

</div>

Voter Answers "Yes" (Reasonable Impediment)

1. Ask voter to show his paper voter registration card without a photo.

2. If voter shows the paper voter registration card without a photo, proceed to Step 3.

   a. If voter has a paper voter registration card without a photo but did not bring it to the polls, he has the option of retrieving it and proceeding to Step 3.

   b. If voter does not have a paper voter registration card without a photo and does not retrieve one, voter must vote a provisional ballot that will NOT count unless the voter presents one of the qualifying Photo IDs to the county board of voter registration and elections prior to certification of the election. Completes Steps 2-4 under **Voter Answers "No"** below.

3. Manager completes Voter Information Section of Provisional Ballot Envelope.

4. Voter completes Reasonable Impediment Affidavit in Section D of the Provisional Ballot Envelope.

5. Notary notarizes (if available), or manager attests to, voter's signature by signing affidavit.

6. Continue the provisional voting process by following the procedure in the "Voting a Provisional Ballot" section.

Voter Answers "No"

1. Manager informs voter he may vote a provisional ballot that will NOT count unless the voter presents one of the qualifying Photo IDs to the county board of voter registration and elections prior to certification of the election.

2. Manager must inform voter he may obtain a free Photo ID from the Department of Motor Vehicles or the county voter registration and elections office.

3. Manager completes Voter Information section of Provisional Ballot Envelope and checks the box in Section C indicating the voter will need to provide Photo ID to the county board of voter registration and elections prior to certification of the election.

4. Continue the provisional voting process by following the procedure in the "Voting a Provisional Ballot" section.

Photo ID Questions and Answers

"What is a reasonable impediment?"

By asking the voter if there is "an obstacle that prevented you from getting one of the necessary photo IDs," the manager is determining if the voter wishes to claim the "reasonable impediment" exception to providing photo ID at the polling place.

If the voter doesn't understand reasonable impediment, the manager should explain that a reasonable impediment is any obstacle that prevented the voter from obtaining any one of the qualifying photo IDs. Some reasonable impediments may include:

- A religious objection to being photographed
- Disability or illness
- Work schedule
- Lack of transportation
- Lack of birth certificate
- Family responsibilities
- Any other obstacle the voter finds reasonable

"I have a reasonable impediment" or **"I have a good reason for not having a photo ID"** or any similar statement.

Manager must consider such statements by the voter as a "yes" answer to the reasonable impediment question. Manager should follow procedure for voter answering "yes" in the "Voter Without Qualifying Photo Identification" section.

"Can I just say I don't have a car?" or **"I have kids, is that reason enough?"** or **"I just don't have time. Can I claim that?"** or similar questions.

Manager should explain that the voter may claim any obstacle to obtaining a qualifying ID that he finds reasonable as long as it is true. Only the voter determines what is reasonable. In other words, only the voter can say whether any particular obstacle created a reasonable impediment to obtaining a photo ID. Managers and other election officials do not determine the reasonableness of the claimed impediment.

"Will my vote count?"

A provisional ballot cast under the reasonable impediment exception will count unless the county board has grounds to believe the affidavit is false. In other words, the county board would have to have convincing evidence that the voter is either not who he claims to be, or that the voter lied about his impediment.

"What if my Driver's License is expired?"

State law requires that the qualifying Photo ID be current (not expired). Not all Photo IDs have an expiration date, but managers must check any expiration date that is on the ID (see "Processing the Voter" section). If the ID is expired, it cannot be accepted. If the voter has no other qualifying Photo ID, the manager follows the procedure in the "Voter Without Qualifying Photo Identification" section.

"My Driver's License is suspended. Can I still use it?"

State law requires that the qualifying Photo ID be valid (not suspended, cancelled, revoked). In most cases, managers will not know whether a Photo ID has been suspended, cancelled, revoked, etc. However, if the manager has knowledge that the Photo ID is not valid (e.g., voter volunteers the information), the ID cannot be accepted for voting. If the voter has no other qualifying Photo ID, the manager follows the procedure under "Voter Without Qualifying Photo Identification."

"I've misplaced my Photo ID"

A person who has lost or misplaced their Photo ID and has no other approved Photo ID should be considered as not having a Photo ID. This voter would be eligible to vote under the reasonable impediment exception in "Voter Without Qualifying Photo Identification." The voter would not be treated the same as a voter who simply left his Photo ID at home. The voter who leaves his Photo ID at home either has to retrieve it or vote a provisional ballot and show a Photo ID prior to certification of the election.

"What is considered a federal, military ID?"

There are numerous Photo ID cards that are considered federal, military IDs:

- Active duty military IDs (see Appendix for image)
- Retiree and spouse military IDs (see Appendix for image)
- Contractor or civilian employee military IDs
- Any other photo ID issued by the Department of Defense
- Veteran's Affairs Benefits Card (see Appendix for image)

When in doubt about whether a photo ID is a federal, military ID, ask yourself these questions:

- Is it federal?
- Is it military?
- Does it have a photograph?

If the answer to all three questions is "yes," the ID is a qualifying Photo ID acceptable for voting. If the answer to any of the questions is "no," it is not a federal military ID. The manager may contact the county voter registration and elections office for guidance. If the ID is not a federal military ID, ask the voter if he has any other form of qualifying Photo ID. If not, follow procedures under "Voter Without Qualifying Identification" in the Election Day Issues section.

"Can I vote with my S.C. Concealed Weapons Permit (CWP)?"

Yes, as long as it is current and valid. The CWP is a form of identification containing a photograph issued by the Department of Motor Vehicles.

Voter's Identity in Doubt

The manager must verify that the photograph on the qualifying ID is that of the person seeking to vote. Additionally, the signature on the voter's ID should be checked against the voter's signature on the poll list. In comparing the photograph, the manager must take into account the issue date of the ID, changes in hair style or color, eyewear, or other changes to the voter's appearance that could make the voter appear differently at present than at the time the photo was taken. For example, a voter may look substantially different today than they look in a photograph taken ten years ago. Likewise, a person's signature may change over time. Managers must err on the side of the voter in making these comparisons.

If after examining the voter's photograph and signature on the voter's ID the manager disputes the identity of the voter, follow these steps:

Step 1: Ask the voter for another form of qualifying photo ID. If the voter provides a second qualifying photo ID, and the manager no longer disputes the voter's identity, the voter must be allowed to vote a regular ballot using the ballot-marking device and scanner.

Step 2: If the voter cannot provide a satisfactory, secondary qualifying photo ID, the manager must allow the voter to vote a provisional ballot.

Step 3: Manager completes the Voter Information Section of the Provisional Ballot Envelope and Section B, Voter Qualification Challenge, marking "Photo Does Not Match" as the reason for the challenge.

Step 4: Continue the provisional voting process by following the procedure in the "Voting a Provisional Ballot" section.

Name Not Found on Voter Registration List

A voter's name not being on the voter registration list could be an indicator that a voter is not registered or has moved away from the precinct. However, just because a voter's name is not on the voter registration list does not necessarily mean the voter cannot vote at that polling place. For various reasons, the name of a qualified voter may not appear on the voter registration list. Managers must help ensure each voter casts a ballot in the polling place in his precinct of residence. Voting in an incorrect precinct may cause a voter's vote not to count.

In some cases, the county board of voter registration and elections may provide the voter with a letter instructing the managers in the precinct to allow the voter to vote. If so, allow the voter to vote a regular ballot using the ballot-marking device and scanner (continue with number 6 below).

When any person offers to vote and his name does not appear on the voter registration list, follow these steps (S.C. Code 7-13-820):

1. If using EVRL, first search for the voter on the EVRL laptop. EVRL contains records of all registered voters in the county. If the voter is registered in another precinct, direct the voter to the correct polling place. Be sure to verify the voter still lives at the address in the other precinct. If not, direct the voter to the county office to update his address and vote failsafe.

2. If using the paper voter registration list, or if the voter's name cannot be found in EVRL, call the county office. If the call is long distance, it can be made collect, and the office must accept the call. Notify any poll watchers present. Poll watchers can accompany the manager to the phone and have the information repeated to each of them. Give the office the name of the voter as it appears on the ID presented by the voter. The office will search its records to determine if the voter is registered and the voter's correct precinct. To help locate the voter's record, the voter may provide his voter registration number or Social Security Number. If Social Security Number is provided, take steps to protect the privacy of the voter's Social Security Number. If the voter believes he registered at the Department of Motor Vehicles, inform the office. The office will take steps to verify this.

3. If the county office finds the voter is registered in another precinct, direct the voter to the correct precinct.

4. If the county office finds the person is eligible to vote in the precinct, the office will provide you with the voter's date of birth. Ask the voter to provide his date of birth. If the voter provides the correct date of birth, allow the voter to vote a regular ballot using the ballot-marking device and scanner.

5. Add the voter to the voter registration list by entering the information from the voter's ID in EVRL (see "Using EVRL" in the "EVRL" section) or record the information in a blank space on the last page of the paper voter registration list. Mark the voter registration list and have the voter sign the poll list.

6. If the office cannot locate the voter's record, and the voter insists he is registered in the precinct, the voter may vote a provisional ballot. On the provisional ballot envelope, complete the Voter Information Section and Section B, Voter Qualification Challenge, listing the reason for the challenge. Continue the provisional voting process by following the procedure in the "Voting a Provisional Ballot" section.

Managers who challenge a voter solely because his name cannot be found on the voter registration list do not have to attend the provisional ballot hearing. The county board will verify the voter's eligibility.

Address Not Correct on Voter Registration List

In processing the voter, you will ask each voter if the address on the voter registration list is correct. If the voter says the address on the list is not correct, follow these steps:

1. Ask for the voter's current address.

2. Determine if the address is inside or outside the precinct.

    a. If you do not know, refer to any maps or street lists provided to you by the county voter registration and elections office or call the office to confirm.

3. If you are unable to determine whether the address is inside or outside the precinct, have the voter vote a provisional ballot.

    a. On the provisional ballot envelope, complete the Voter Information Section and Section B, Voter Qualification Challenge, listing the reason for the challenge. Continue the provisional voting process by following the procedure in the "Voting a Provisional Ballot" section.

4. If the address is inside the precinct:

    a. Voter completes Change of Address form (see Appendix). Save the form with materials to be returned to the county voter registration and elections office.

    b. Manager marks voter registration list.

    c. Voter signs poll list.

    d. Manager determines voter's correct ballot style. Manager may need to call the voter registration office.

    e. Voter votes a regular ballot using the ballot-marking device and scanner.

5. If the address is outside the precinct, follow the procedures in the "Failsafe Voting" section.

Failsafe Voting

Failsafe voting is designed to allow voters who have moved from one precinct to another and failed to update their address to update the address on election day and vote (7-5-440).

Failsafe voting applies in two situations:

1. Voter moves from one precinct to another within the same county.

2. Voter moves from one South Carolina county to another within 30 days of an election.

A voter in either of these situations has two options:

1. Vote at the polling place where the voter's name is on the books (in the voter's previous precinct). The voter votes a limited, failsafe ballot containing only federal, statewide, countywide, and municipality-wide offices.

2. Go to the voter registration office in the voter's current county of residence, complete a change of address form, and vote a full ballot.

If voting failsafe at the polling place, follow these steps:

1. Manager completes Voter Information section and Section A of Provisional Ballot Envelope.

2. Voter signs Section A of Provisional Ballot Envelope.

3. Continue the provisional voting process by following the procedure in the "Voting a Provisional Ballot" section.

    a. Be sure to provide the correct Failsafe Provisional ballot.

Failsafe voting does NOT apply in these situations:

- Voter moves within his precinct. This voter votes a regular ballot using the ballot-marking device and scanner (see "Address Not Correct on Voter Registration List" section).

- A voter who has moved from one South Carolina county to another prior to 30 days before the election. In this case, the voter should have registered in his new county by the 30-day deadline. If the voter moved before the 30-day mark and did not register in his new county, the voter is not eligible to vote in the election.

Failsafe Voting in Municipal Elections

Failsafe voting also applies to municipal elections with some differences:

1. A voter must have resided within the municipality for at least 30 days to be eligible to vote in the municipal election.

    a. If a voter has moved inside his precinct and inside the municipality, the voter votes a regular ballot using the ballot-marking device and scanner (see "Address Not Correct on Voter Registration List" section).

b. If a voter has moved from one precinct inside the municipality to another precinct inside the municipality, follow the procedures in the "Failsafe Voting" section.

c. If a voter has moved from outside a municipality to inside a municipality, ask the voter when the move occurred. If the move occurred before the 30-day mark, failsafe voting applies because the voter has been a resident of the municipality for 30 days. If the move occurred after the 30-day mark, the voter may not vote because he has not resided in municipality for 30 days.

2. There are additional considerations when a municipal election is being held with a county or state election and when a municipality is split by county lines. In these situations, refer to your county voter registration and elections office for assistance.

Voter Marked ABS on Voter Registration List

Poll Managers cannot, under any circumstances, accept absentee ballots at the polling place (7-15-430). A voter who received an ABS ballot must return the ballot to the county office.

Procedure:

When voter is marked ABS on voter registration list, poll manager provides voter two options:

- <u>Option 1</u> – Return voted ABS ballot to county voter registration and elections office by 7 p.m. on election day
- <u>Option 2</u> – Return ABS ballot to county voter registration office, receive authorization letter, return to polling place, and vote on a regular ballot using the ballot-marking device and scanner.

If voter says he did not receive an ABS ballot (i.e., has no ABS ballot to return), poll manager provides voter two options:

- <u>Option 1</u> – Vote a provisional ballot. This ballot will count if the voter has not returned an ABS ballot and is otherwise qualified. On the provisional ballot envelope, complete the Voter Information Section and Section B, Voter Qualification Challenge, listing the reason for the challenge. Continue the provisional voting process by following the procedure in the "Voting a Provisional Ballot" section.
- <u>Option 2</u> – Go to county voter registration office, receive authorization letter, return to polling place, and vote a regular ballot using the ballot-marking device and scanner.

Voter Qualification Challenges

Challenges by the Managers

The law provides that if you are reasonably sure a person is qualified to vote, you will provide the person a ballot (7-13-730).

The law also provides that you should prevent any person from voting when you have good reason to believe a person has already voted. (For example, ABS is shown next to the voter's name). The law

also provides that you should refuse to allow any person to vote who is not a registered voter or who has become disqualified for any cause. It is your duty to challenge the vote of any person who may be known or suspected to not be a qualified voter (7-13-810). Any manager who challenges voter's qualifications should be present at the provisional ballot hearing.

Any voter's ballot may also be challenged by a watcher (see "Watchers" section) or other voter (7-13-810, 7-13-820, 7-13-830).

Voter Qualification Challenge Procedure

Challenges must be made before the voter inserts his ballot in the scanner or deposits his ballot in a ballot box. No challenge may be considered after that time.

Step 1: Explain Qualifications

When a manager, watcher, or voter challenges a ballot, the manager must explain to the voter the qualifications of a voter (7-5-120):

- Must be at least 18 years of age.
- Must be citizen of the United States, a resident of South Carolina, the country, and the voting precinct at which he offers to vote.
- Must not be under a court order declaring him mentally incompetent.
- Must not be confined in a prison or jail (does not apply to persons awaiting trail).
- Must not have been convicted of a felony or crimes against the elections laws (unless he has served his complete sentence, including any probation or parole time and paid restitution, or has been pardoned for such offenses, and has registered to vote after completing his sentence).
- Must have been duly registered by the board of registration at least 30 days prior to the election.

Step 2: Voter Insists on Voting

If the person whose ballot is challenged insists that he is qualified, and the challenge is not withdrawn, the voter must vote a provisional ballot.

Step 3: On the provisional ballot envelope, complete the Voter Information Section and Section B, Voter Qualification Challenge, listing the reason for the challenge. Continue the provisional voting process by following the procedure in the "Voting a Provisional Ballot" section.

Unless the challenger is present at the provisional ballot hearing, produces witnesses in support of the challenge, or provides evidence in writing to support the challenge prior to the hearing, the provisional ballot will be counted. The challenger should make every effort to attend the hearing. Nothing prohibits the county board from continuing any challenge administratively if the board has evidence to sustain the challenge.

Voting a Provisional Ballot

Voters may be required to vote a provisional ballot for various reasons. Refer to previous sections when determining whether a voter will vote a provisional ballot:

- Voter without Qualifying Photo Identification
- Voter's Identify in Doubt
- Name Not Found on Voter Registration List
- Address Not Correct on Voter Registration List
- Failsafe Voting
- Voter Marked "ABS" on Voter Registration List
- Voter Qualification Challenges

Once you determine a voter must vote a provisional ballot, follow these steps:

Step 1: Manager completes voter registration list (mark "Provisional" in EVRL), and voter signs poll list.

Step 2: Manager completes the Provisional Ballot Envelope

- Complete Voter Information Section.
- Complete the appropriate section (A, B, C or D) depending on reason for voting provisional (see previous sections). If using section A or D, voter must also complete and sign.

Step 3: Manager provides voter with:

- Completed Provisional Ballot Envelope
- Emergency/Provisional or Failsafe Provisional ballot (be sure to provide the correct ballot style)
- Blue or black ballpoint pen

Step 4: Direct voter to a nearby voting booth to mark the ballot. Instruct the voter to place the ballot in the envelope when finished, seal the envelope, and return it to the manager's table.

- Monitor the voter to ensure the voter returns to the manager's table and does not attempt to leave the polling place or scan the ballot in the scanner. If possible, notify the scanner or exit monitor to assist with monitoring.

Step 5: When the voter returns the provisional ballot envelope, verify the voter placed the ballot in the envelope and the envelope is sealed.

Step 6: Provide voter Notice of Provisional Ballot Hearing and verbally inform the voter of the date, time, and location of the hearing.

Step 7: Insert the envelope in the emergency/provisional ballot slot or in a separate ballot box designated for that purpose.

Assistance to Voters

Generally, no one except a voter preparing his ballot is allowed within five feet of the voting booth. However, any voter who requires assistance to vote by reason of blindness, disability, or inability to read or write may be given assistance by a person of the voter's choice, other than the voter's employer or agent of that employer or officers or agent of the voter's union (7-13-780, Section 208 of the 1965 Voting Rights Act). Assistants may include, but are not limited to, family members, friends, candidates, poll watchers, poll managers, voters waiting in line, and minors.

Procedure for Determining if a Voter is Entitled to Assistance

Step 1. The voter must request assistance. Do not assume that anyone needs assistance, volunteer anyone for assistance, or allow anyone else to do so.

Step 2. Say to the voter: "The law provides that any voter who requires assistance to vote for reason of blindness, disability, or inability to read or write is entitled to that assistance. Do you request assistance for one of these reasons?"

Step 3. If the voter answers yes, say: "You may choose anyone you wish to assist you in casting your ballot except for your employer, an agent of your employer, an officer of your union, or an agent of your union."

Step 4. After the voter has selected an assistant, confirm with the assistant that the assistant is not the voter's employer, agent of that employer, or officer (or agent) of the voter's union.

Step 5. The voter and his chosen assistant enter the voting booth to cast the voter's ballot.

Under normal circumstances a poll manager would accompany the voter into the voting booth only if he has been chosen to be the voter's assistant. However, if the managers have credible evidence or good reason to suspect that there is any scheme to defraud voters who are entitled to assistance, a poll manager may be appointed to accompany the voter and the voter's assistant into the voting booth to act as an observer. An example of this may be if a non-poll manager is frequently asked to assist. This manager cannot mark the ballot or take any part in assisting the voter. The manager is there only as an observer to ensure the ballot is marked in strict accordance with the voter's wishes. If the manager, acting as an observer, sees that the assistant is not marking the ballot as the voter wishes, or is otherwise acting improperly, the manager should challenge the ballot.

Instructions After the Voter has Entered the Voting Booth

After a voter has entered a voting booth and asks for further instructions concerning the procedure for voting, two managers must enter the booth to provide instructions. Poll managers must not in any manner request or seek to persuade or induce the voter to vote in any particular manner. After giving instructions, the voter must be allowed to cast his ballot in secret (7-13-1830).

Curbside Voting

Any voter who, because of a disability or being age 65 or older, cannot enter the polling place in which he is registered to vote, or is unable to stand in line to vote, may vote outside the polling place inside a vehicle in the closest available parking area (7-13-771, National Voting Accessibility for the Elderly and Handicapped Act).

- Curbside voting signs must be displayed in the designated curbside parking area.
- Managers must monitor the curbside parking area in intervals of no more than 15 minutes.
- No person other than the voter is permitted in the vehicle in which the voter is casting his ballot unless the voter is entitled to assistance (see "Assistance to Voters" section).
- Only those who meet these qualifications may vote curbside. The driver of the vehicle or the voter's caregiver may not vote curbside unless he meets these qualifications. The driver or caregiver would need to vote normally at his polling place or vote absentee if qualified.
- Curbside voting does not allow a voter to "jump" to the front of the line. A curbside voter marker should be given to another voter in line to alert the manager's table when it is the curbside voter's turn to vote.
- Do not continuously use the same ballot-marking device for curbside voting. Continually using the same device can quickly reduce the battery charge. Don't forget to reconnect the power cord when returning the device.
- Managers can provide curbside voters with an Absentee Voting brochure (if available) and remind them that absentee voting is an option.

Curbside Voting Procedure

Step 1. When notified a voter requires curbside voting, greet the voter at the vehicle and ask for the voter's Photo ID. Verify the expiration date on the Photo ID (if it has one) and verify the photo on the Photo ID.

- A caregiver may also bring the Photo ID inside to the managers. If so, verifying the photo must be done in conjunction with Step 5.

Step 2. If there is a line, provide the next voter in line with a marker to notify managers when it is the curbside voter's turn to vote.

- Provide the voter with the option of going inside the polling place to vote when it is his turn. A person voting curbside due to the inability to stand for long periods of time may prefer this option. If the voter chooses this option, notify the voter when it is his turn to go inside to vote instead of taking the ballot-marking device to the vehicle in (Steps 5-11.)

Step 3. Take the Photo ID inside and update the voter registration list checking "curbside" on the voter's record. If using a paper list, write "curbside" beside the voter's name.

Step 4. When it is the voter's turn to vote, two managers take the curbside poll list, ballot card and a ballot-marking device to the voter's vehicle.

- Label a separate poll list as "curbside" at the beginning of the day. This allows for curbside voting without disruption to polling place voting.

Step 5. Return the Photo ID to the voter, and have the voter sign the poll list.

Step 6. Provide the voter with a ballot card and a ballot privacy sleeve.

Step 7. Either hold the ballot-marking device on the windowsill while the voter votes, place the device in the voter's lap, place it on the center console or place it in the seat beside the voter.

Step 8. Instruct the voter to insert the ballot card in the ballot-marking device to begin the voting session. Instruct the voter to insert the printed ballot card in the ballot privacy sleeve when finished and return it to the managers.

Step 9. Explain to the voter that you and the other manager will take the ballot directly to the scanner inside the polling place to cast the ballot. Thank the voter for voting and provide an "I Voted" sticker (if available).

- If the voter is voting curbside due to the inability to stand in a line, provide the voter the option of going inside the polling place to scan the ballot.

Step 10. The two managers take the poll list, the ballot-marking device and the voter's ballot in the ballot privacy sleeve directly back inside the polling place. While one manager watches, the other manager slides the ballot out of the privacy sleeve face down into the ballot scanner to cast the voter's ballot. Return the ballot-marking device to be used by other voters. Be sure to reconnect the ballot-marking device to its power source.

Ballot-Marking Device Accessibility

All ballot-marking devices have features that make voting accessible for all voters.

- Ballot-marking devices are placed on tables to provide access for voters in wheelchairs. Alternatively, ballot-marking devices may be placed in wheelchair-height booths.
- Any ballot-marking device can be used for curbside voting.
- High contrast (white on black) mode
- Text zoom functionality
- An input for a sip-and-puff device and other assistive switches

• Every ballot-marking device features an audio ballot that makes voting accessible to voters who are blind or visually impaired. Each device is equipped with headphones and a headphone jack. An audio-tactile keypad with Braille-embossed buttons is used to navigate the ballot. The keypad is stored on the left side of the device. If a voter indicates he is blind or visually impaired, offer use of the audio ballot. Voters may choose to use their own headphones. A voter with a visual impairment may also choose to vote with assistance from another person (see the "Assistance to Voters" section).

Audio Ballot Procedure

Step 1. Process the voter as normal following the steps in the "Processing the Voter" section. It will be necessary for a poll manager to read the oath to the voter. Assist the voter with signing the oath if requested.

Step 2. Escort the voter to the next available ballot-marking device.

Step 3. Ensure the headphones are plugged into the headphone jack on the front panel. Voters may choose to use their own headphones. Volume and tempo can be adjusted with audio-tactile keypad.

Step 4. Have the voter put on the headphones and give the voter the audio-tactile keypad. Explain that the voter will listen to voice cues through the headphones and use the audio-tactile keypad to navigate the ballot and make selections. Explain that after reviewing the ballot, the voter will print the ballot card. The ballot card will need to be scanned. Invite the voter to raise his hand after printing his ballot if he needs assistance in scanning his ballot. Explain that the voting session is about to begin and to raise his hand if they require assistance.

Step 5. Direct the voter to insert the ballot card with the corner cut to the right in the slot on the bottom right side of the device. Assist the voter only if the voter requests assistance.

Step 6. Select the appropriate ballot style (if necessary) to begin the voting session. Suggest that the voter press the diamond-shaped button at the top right of the keypad to hide the screen to protect the secrecy of the voter's ballot.

Step 7. Step away from the ballot-marking device to provide the voter privacy. If the voter cannot navigate the ballot or has problems that you are unable to assist with, give the voter the option of receiving assistance with voting (see the "Assistance to Voters" section).

Step 8. After the voter prints his ballot, guide the voter to the scanner (if requested). Direct the voter to insert the ballot card in the tray on top of the scanner and to position the ballot face down with the corner cut to the left to protect the secrecy of his ballot.

NOTE: If the voter wants to verify the selections on the ballot card, the voter can insert the card into any ballot-marking device. The device will read the selections back to the voter using the headphones.

Watchers

Party Primaries

Each candidate may appoint one watcher at a time for any polling place where the candidate's name is on the ballot (7-13-860).

General and Special Elections

- Party Candidates – Watchers are appointed by the party, not the candidate. Candidates of the same political party are jointly represented at a polling place by not more than two watchers at a time for each 1,000 registered voters or fraction thereof registered in the precinct (7-13-860).

- Nonpartisan Candidates – Each candidate may appoint one watcher at a time for any polling place where the candidate's name is on the ballot (7-13-860).

Every watcher must:

- Be a qualified voter in the county where he is to watch.

- Be certified to the managers of the voting precinct to which assigned. This certification must be in writing and signed by the candidate or by an appropriate party official as having been designated as a watcher.

- Wear a badge not to exceed 4 ¼" X 4 ¼" at all times which specifies the name of the candidate or party he represents. This badge must contain letters no larger than ¼ inch in height or width and must not be a color that has florescent quality.

- Conduct himself in a manner that will not interfere with the orderly conduct of the election.

Managers have authority to require watchers to station themselves in a place designated by the managers. Watchers must be placed where they can observe the entire election procedure, but managers should not permit the activity of the watchers to interfere with the orderly conduct of the election or to permit the watcher to talk with the voter. Except as allowed by law, watchers may not approach within five feet of any voting booth. Watchers must conduct themselves in an orderly manner. Watchers who are disorderly or unruly may be removed from the polling place. (7-13-140, 7-13-860, 7-13-130)

The voter registration list is a matter of public record. Under supervision of the poll managers, poll watchers should be allowed to look at the list as long as it does not interfere with or disrupt the orderly voting process.

To be more knowledgeable about election day procedures, poll watchers may want to attend poll manager training conducted by the county board. Poll watcher training may also be available from the county board.

Challenges by Watchers and Electors

If the watcher desires to challenge a voter, he must address himself to a manager and not to the voter. The manager should then follow the procedure outlined in the preceding section entitled "Voter Qualification Challenge Procedure."

Observers

Since elections are a public process, anyone should be allowed to observe under certain conditions. Any member of the public in a polling place who isn't performing a specific role (manager, voter, watcher, etc) is considered an observer. Observers may be inside a polling place if they do not harass or intimidate voters or otherwise interfere with the election process. Due to polling place size, observers may be limited in number. Observers, as with anyone inside the polling place, may not display or distribute any type of campaign materials. Observers must conduct themselves in an orderly manner. Observers who are disorderly or unruly may be removed from the polling place (7-13-140). After the polls close, the public must be allowed to remain in the polling place to observe the canvassing process.

Campaign Literature at Polls

On election day, it is unlawful for any person to distribute or display any type of campaign literature or place any political posters within **200 feet** of any entrance used by the voters to enter a polling place. It is the duty of poll managers to keep this prohibited area clear of political literature and displays. (7-25-180 (a)) (See "No Campaign Materials Allowed" poster in the Appendix).

This prohibition does not apply to materials distributed or displayed within the 200-foot boundary on private property not under the control of the county board of voter registration and election on election day.

Campaign material is any written or visual material that has the intention or effect of supporting or opposing any candidate in the current election.

Anyone displaying campaign material within 200 feet of the polling place must be asked to remove the material, cover the material, or otherwise cause the material not to be visible. Campaign material on shirts may be addressed by wearing a jacket, coat, or sweater over the shirt or turning the shirt inside out. The material must remain out of sight while in the polling place and within 200 feet of the polling place.

If a voter refuses to cover or remove the material, poll manager should advise the voter of the law and the requirement that the material not be visible in order to vote. If the voter refuses to comply, contact the county office for assistance.

County and municipal law enforcement officers must, upon the request of the poll managers, remove or cause to be removed any such material distributed or displayed within 200 feet of any such entrance.

Candidates and Candidate Representatives

Candidates may NOT:

- Display or distribute campaign materials within the 200-foot area.
- Wear a candidate badge inside the polling place.
- Actively campaign inside the polling place.
- Intimidate voters.
- Interfere with the orderly election process.

Candidates may:

- Campaign verbally within **200 feet** of the entrance to the polling place as long as it does not interfere with the election process.
- Wear a badge no larger than 4 ¼″ X 4 ¼″ This badge may contain only the candidate's name and office sought.
- Enter the polling place. Candidate badge must be removed before entering.
- View the voter registration list and poll list if it does not interfere with the election process.

Candidate Representatives may NOT:

- Display or distribute campaign materials within the 200-foot area.
- Wear any type of campaign badge.
- Campaign inside the polling place.
- Intimidate voters.
- Interfere with the orderly election process

Candidate Representatives may:

- Campaign verbally within 200 feet of the entrance to the polling place as long as it does not interfere with the election process.

Any complaint regarding polling place campaigning should be directed to the poll managers. Managers should use their best judgment to settle any issues and maintain an orderly election process. See "Power of Managers" section (7-25-180 b).

The voter registration list and poll list are a matter of public record. Under supervision of the poll managers; poll watchers, candidates, and candidate's representatives should be allowed to look at the list as long as it does not interfere or disrupt the orderly voting process.

Power of Managers

Managers have such police power as necessary to carry out the provisions of the election laws. They have full authority to maintain good order at the polls and to require obedience to their commands during the election and during the counting of the ballots. All peace officers are required to answer a manager's call for help in preserving the peace (7-13-140).

For example, if a poll watcher is disorderly or unruly, a police officer may be requested to remove that poll watcher.

Police Officers

Peace officers may call upon bystanders to assist them, and bystanders are required to render such assistance (7-13-150).

Unless called within the polls by a majority of the managers for assistance, no sheriff, deputy, policeman, or other officer is allowed to come within the polling place. This does not prevent a police officer from entering the polling place for the purpose of casting his ballot (7-13-160). Once he has voted, however, the peace officer should leave the polling place.

Emergency Situations

In any emergency, your first concerns should be your own safety, the safety of your co-workers, and the safety of any voters in the polling place.

- In the case of a medical emergency or other emergency requiring assistance from the Police Department, Fire Department, or medical personnel, always dial 9-1-1.

- If you see something, say something. Report any suspicious or criminal activity to law enforcement immediately. If safe to do so, also notify the county office.

- If you must leave your polling place due to an emergency, the safety of you, your fellow managers and voters are the primary concern. There may be times when voting can continue at an alternate location. If safety and time permit, take the following items with you, in order of importance:
    - EVRL laptop or paper voter registration list
    - Hand-marked paper ballots
    - Poll lists
    - The scanner and scanner base including the ballot boxes
    - Ballot cards and ballot-marking devices
    - Other election materials.
- Always follow the instructions of emergency personnel.
- If you must leave your polling place, call the county office once you reach a safe location to report the situation.

Cell Phones, Cameras

For voting system security and as a courtesy to others, ask voters not to use cell phones, tablets, or cameras in the voting area.

Time for Voter to Remain in Voting Booth

Ballot-Marking Devices

No voter can stay in a voting booth longer than three minutes. After three minutes has passed and if other voters are waiting, the voter should be reminded of the three-minute rule and asked to finish voting (7-13-1820).

Hand-Marked Paper Ballots

When hand-marking a paper ballot, no voter can stay in a voting booth for longer than five minutes, regardless of whether the voter is receiving assistance. After five minutes has passed and if other voters are waiting, the voter should be reminded of the five-minute rule and asked to finish voting (7-13-760).

If necessary, a voter may be removed by the managers for remaining in the booth after the time limit has expired.

Scanner Not Available

If the scanner is inoperable or not available, continue using ballot-marking devices and direct voters to insert ballot cards into the emergency/provisional ballot slot on the front of the scanner. Notify the county office immediately. A technician will be sent to restore operation of the scanner. Any ballot cards placed in the emergency/provisional ballot slot will be counted at the end of the night. Instructions for processing these ballots are including in the scanner closing procedure.

Ballot-Marking Devices Not Available (Emergency Ballots)

If all ballot-marking devices are inoperable or if not enough are available, provide voters with emergency paper ballots and notify the county office immediately. A number of ballots labeled "Emergency/Provisional" will be provided for this purpose not to exceed 10% of the registered voters at the polling place. The county office will work to restore the ballot-marking devices and/or provide additional emergency ballots.

Voters must be provided with a voting booth to ensure the secrecy of their ballot. If hand-marking a paper ballot in an emergency, use a voting booth or remove the privacy screen from an inoperable ballot-marking device and place it on a table to create a voting booth.

After marking the paper ballot, instruct the voter to fold the ballot so the stub can still be seen. The voter returns the ballot to the manager. The manager removes the stub. The ballot is returned to the voter, and the voter places the ballot in the scanner using the larger slot below the ballot card slot. If both ballot-marking devices and the scanner are not available, the voter will place the hand-marked emergency ballot in the emergency/provisional ballot slot on the front of the scanner base or, if necessary, in another ballot box provided by the county office.

Insufficient Ballots

If you run out of emergency ballots and no additional emergency ballots have been provided, the poll managers must provide ballots made as nearly as possible to the official ballots. Use any resource available, if necessary, to create these ballots. A ballot must be provided.

One remedy is to photocopy one of each style of the emergency ballots before they are exhausted. Remember to renumber these copied ballots consecutively before issuing to voters (7-13-1870).

An eligible voter may not be turned away from the polls during voting hours without being given the opportunity to vote.

A poll manager who fails to comply with the provisions of this law regarding providing ballots is guilty of a misdemeanor and, upon conviction, must be fined not more than $500.00 (7-13-430).

Voting in Primaries and Runoffs

Primaries

State law prohibits a voter from voting in more than one party's primary on the same day and requires the voter to choose the primary in which he wishes to vote (7-13-1010 and "Voter's Oath" section).

If a voter votes in a Presidential Primary, the voter will still be allowed to vote in either party's primary election in June, regardless of which Presidential Primary the voter chooses. The Presidential Primary is considered separate from the June primary.

Primary Runoffs

When a candidate does not receive a majority of votes in the first primary, a runoff must be held two weeks later. A voter is entitled to vote in this runoff under two scenarios:

- If a voter voted in one party's primary, the voter may vote only in the same party's runoff.
- If a voter did not vote in a party's primary, the voter may vote in either party's runoff.

For example, if a voter votes in a Republican primary, the voter may vote in the Republican runoff; however, the voter may not vote in the Democratic runoff. Even if there is no Republican runoff, the voter may not vote in the Democratic runoff (7-13-50, 7-13-1040, 7-17-610).

Husband and Wife Voting Together

It is illegal for husbands and wives who are capable of voting separately to enter the voting booth together for the purpose of voting (7-13-750 ruled unconstitutional, Edwards vs. Abrams, Opinion No. 20578, January 10, 1978).

Children in the Voting Booth

Minor children (age 17 and under) of a voter may accompany the voter in the voting booth while he is casting his ballot. Voters must confirm they are the parent of any accompanying children.

Voter Wishes to Take Sample Ballot into Voting Booth

There is no prohibition against a voter taking a marked sample ballot into the voting booth. Managers should check the voting booths on a regular basis to ensure that no marked sample ballots have been left behind. Voters may not allow a marked sample ballot to be seen by others in the polling place (see the "Campaign Literature at the Polls" section).

Defaced or Spoiled Ballots

If a voter defaces or makes a mistake marking his ballot, he may obtain one additional ballot upon returning the ballot to the managers. The voter may not be given a second ballot unless the ballot is returned to the managers.

To replace a spoiled ballot:

1. If replacing a ballot card, write "spoiled ballot card" on the poll list by the voter's signature. If spoiling a full-faced ballot, write "spoiled ballot" and the number of the new ballot on the poll list beside the voter's signature.

2. Have the voter fold the ballot and write "spoiled" across the back of the spoiled ballot and place it in the Spoiled Ballot Envelope (7-13-790).

All defaced or spoiled ballots must be accounted for and turned over to the county board by the managers following the election

Voter Decides Not to Vote after Signing Poll List

If after signing the poll list, a voter may notify the poll manager that he no longer wishes to vote.

If the voter has not started a voting session:

1. Have the voter return the blank ballot card.

2. Erase all marks by the voter's name on the voter registration list. If using an electronic voter registration list, delete the voter's participation information.

3. On the poll list, cross through voter's signature and write "cancelled."

If the voter has started but not completed a voting session on the ballot-marking device, you will need to cancel the ballot.

1. Press "Exit" at the bottom of the touchscreen, then press "Next" to confirm the cancellation. The blank ballot card will eject from the device and can be reused for another voter.

2. The screen will display "Contact Election Official," then "To Continue Re-Insert a Blank Card." Press the empty blue space at the top left of the touchscreen. The screen will display "Exit Voting Session?" Press "Next" to exit the voting session. The ballot-marking device is now ready for the next voter.

3. Erase all marks by the voter's name on the voter registration list. If using an electronic voter registration list, delete the voter's participation information.

4. On the poll list, cross through voter's signature and write "cancelled."

If the voter printed the ballot card or hand-marked a paper ballot:

1. Write "Spoiled" across the ballot and place it in the Spoiled Ballot Envelope .

2. Erase all marks by the voter's name on the voter registration list. If using an electronic voter registration list, delete the voter's participation information.

3. On the poll list, cross through voter's signature and write "cancelled."

If the voter registration list and poll list are corrected, and the ballot is cancelled or spoiled, the voter may choose to return later to vote. If the voter was issued a ballot, the voter may be issued only one additional ballot (see the "Defaced or Spoiled Ballots" section).

Voter Leaves without Completing Voting Process

If a voter leaves a ballot-marking device without printing his ballot, and the managers could not alert the voter, the managers must assume the voter intended to cast the ballot. At least two managers must proceed to the end of the ballot without changing any selections and print the ballot. The two managers must then place the ballot in the scanner.

If a voter leaves a printed ballot card at the ballot-marking device, at least two managers must then place the ballot in the scanner.

If a voter leaves and indicates to the managers that they no longer wish to vote, follow the procedures in the "Voter Decides Not to Vote after Signing Poll List" section.

Write-in Votes

In general and special elections, the voter may write in the name of any person he chooses for any office except President and Vice President.

Write-in votes are not allowed in primaries, primary runoffs and non-partisan runoff elections.

Crossover Voting

Crossover voting is the act of voting a straight party ballot then "crossing over" and voting for a candidate of another party for a particular office. Crossover voting is allowed.

Ballot Box is Full

It is possible in a high turnout election for the ballot bin to reach capacity. Also, if a large number of unscanned ballot cards, unscanned emergency ballots or provisional ballots are placed in the emergency/provisional ballot slot, it is possible for the emergency/provisional compartment to reach capacity.

Ballot Bin

If the ballot bin reaches capacity, it should be replaced with another ballot bin. If you do not have a second bin, the county office or a polling location technician will provide one. Cut the seal on the door to the main ballot compartment and record the seal number on the seal envelope. Remove the ballot bin. Check the compartment for any ballots that may have fallen outside the bin and place them in the bin. Close the lid to the bin, lock the bin, and seal the bin. Record the seal number on the seal envelope. Place the new bin in the compartment, making sure both flaps to the lid are open. Close and lock the door. Place a new seal on the door and record the new seal number on the seal envelope.

Emergency/Provisional Ballot Compartment

If the emergency/provisional compartment reaches capacity, begin using a separate ballot box or secure ballot bag. If you do not have a second ballot box or bag, the county office or a polling location technician will provide one. Before using the separate ballot box or bag, display that the box or bag is empty. Lock and seal the box or bag. Record the seal number on the seal envelope.

Canvassing and Reporting of Vote Totals at Polling Place

After the polls close and all voters waiting in line have voted, the managers must immediately close the ballot-marking devices and scanner. No further voting is allowed.

- A detailed step-by-step guide for opening and closing the ballot-marking devices and scanners, including canvassing and reporting vote totals, are provided with your poll manager's materials. Be sure to follow these instructions carefully.

- Complete the Ballot Reconciliation Worksheet as you complete the closing process.

Scanning Emergency Ballots

After the polls have closed and with at least three managers present, follow the step-by-step scanner closing procedures and publicly open the emergency/provisional compartment and/or any other ballot box used for emergency/provisional ballots.

- Scan any ballot cards and hand-marked emergency ballots in the compartment and/or ballot box.

- Provisional ballot envelopes are removed and returned to the county office unopened (see "Provisional Ballots" below).

Provisional Ballots

At the close of the election, the poll managers must turn over the envelopes containing provisional (challenged) ballots to the county office. Managers do not include challenged ballots in their tally. The sealed envelopes containing these ballots must not be opened by the managers.

Posting Election Results

Three managers must sign the totals tapes, posting one copy in a conspicuous location at the polling place, and return the other totals tape with other election supplies. If possible, post the tape in a window or other location where it can be read from the outside after the polling place is closed (7-13-1110, 7-13-1880).

Sealing Equipment after Election

You are required to seal ballot boxes using numbered seals at the close of the election. Seals will be provided in the seal envelope. Seal numbers will be recorded on the seal envelope. The ballot-marking device and scanner opening and closing guides provide detailed instructions for managing these seals.

Accounting for Ballots after Election

After closing the polls, counting the votes, and publicly posting the results; the clerk or other manager designated by the board, must deliver to the county board the voter registration list, poll lists, ballot boxes, the results tape, and the thumb drive from the scanner.

The managers are also responsible for accounting for all ballots provided to them by completing the Ballot Reconciliation Worksheet provided with your poll manager's materials. The worksheet helps you account for and document all ballots provided and used during the election, as well as the number of voters who were checked in on the voter registration list.

Managers account for:

- Ballot cards and hand-marked ballots provided
- Spoiled ballots returned by voters
- Unused ballots to be returned to the county board
- Voted ballots
- Provisional ballots

The county board will keep all unused ballots as well as those that have been spoiled until the time for contesting the election has expired. Any ballot that has been lost must be accounted for by a certificate from the chairman of the managers of the precinct covering the circumstances (7-13-1150).

Unable to Scan Emergency Ballots

If the scanner is not operational, contact the county office immediately. You may be directed to return the emergency ballots to the county office for tabulation.

In some cases, you could be required to hand count ballots at the polling place. Your county office will provide guidance if required to do so. If required to hand count ballots:

- Managers are authorized to use additional volunteer personnel in counting the ballots. A volunteer counter cannot be a candidate or a watcher for a candidate for an office to be voted on in the election, and they must take the following oath prior to assuming their duties:

   "I do solemnly swear or affirm that I am not a candidate or a watcher in this election, am qualified elector of this county, that I will count the ballots entrusted to my care in a fair and impartial manner, and make to the best of my ability a correct tabulation of the results."

   The managers are required to make a list of such volunteer counters and turn this list in with other election material to the county board.

- Counting of ballots to be done in public. While the public has a right to be present when the ballots are being counted, no one can unduly interfere with or impede the process of counting the ballots. The managers should permit full observation of the counting but should also maintain absolute control of the entire proceeding to ensure that the ballots are properly counted and accounted for.

- If a voter marks more names than there are persons to be elected or nominated to an office, this is an overvote, and no vote for the office will be counted. The sections of the ballot that are properly marked must be counted (7-13-1120).

- A vote must be counted when there is reasonable certainty as to the voter's intent in choice of candidate or answer to a question. The determination of a voter's choice is sometimes a difficult task. The voter may make unclear marks making determining how the voter intended to vote difficult. Managers are required to exercise their best judgment as to how the voter intended to cast his ballot. If it is impossible to tell how the voter intended to vote in a particular contest, no vote can be counted for that contest, but votes may be counted for other contests on the ballot.

- Vote tallies at the polling place are unofficial. It is important that all ballots be preserved so that the county board can canvass the vote prior to certification.

- The counting must continue without interruption until it is completed.

- After the counting is complete, the managers shall sign such statements of the results of the election as may be required (7-13-1110).

Appendix

The following pages include samples of each form, to be used during an election, from opening and closing tapes to poll list and other materials used during the election process.

1. Qualifying Photo IDs

2. No Campaign Materials Allowed

3. Opening and Closing Tapes

4. Primary Voter Registration List

5. Democratic Primary Poll List

6. Republican Primary Poll List

7. General Election Voter Registration List

8. General Election Poll List

9. Municipal Voter Registration List

10. SC Voters Change of Address Form

11. Provisional Ballot Envelope (Front)

12. Provisional Ballot Envelope (Back)

13. Notice of Hearing on Provisional Ballots

14. Ballot Reconciliation Worksheet

15. Ballot Reconcilliation Worksheet Instructions

Qualifying Photo ID

Note: This is not a definitive list of acceptable Photo IDs

S.C. Drivers License

S.C. Department of Motor Vehicles Identification Card

S.C. Voter Registration Card with photograph

Federal Military identification card with photograph

U.S.Pass
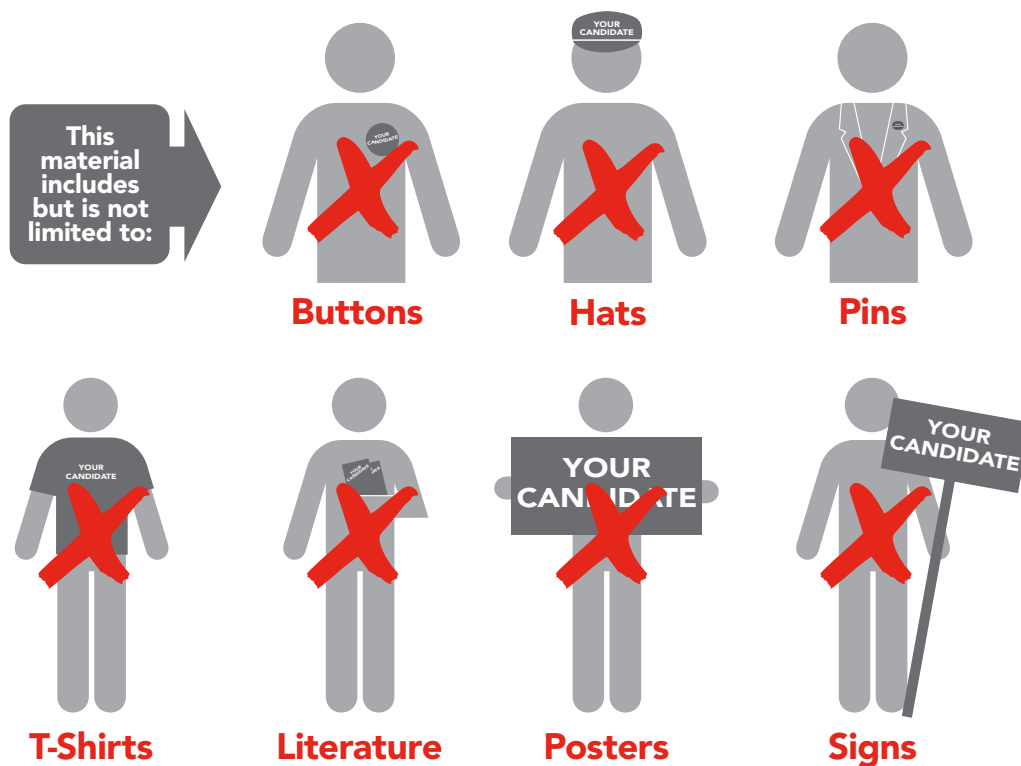
On Election Day it is unlawful for any person to display any type of campaign literature or place any political posters within 200 feet of any entrance used by the voters to enter a polling place.

Appendix 3

Opening and Closing Tapes

```
*** ZERO TOTALS REPORT ***
11:51 AM August 29, 2019
Unit Serial Number: 0318360353

South Carolina County
SOUTH CAROLINA FUN BALLOT
001 Precinct 1
Election Date: November 03, 2020
Poll Opened Date: August 29, 2019
Poll Opened Time: 11:51 AM
Poll Closed Date: No
Poll Closed Time: No
Public Count: 0


Protected Count: 26
Precinct Voting Report

Unit Serial Number: 0318360353

Precinct 1

Total Paper Sheets:  0

Preferred SC Vacation Dest
Number to Vote For               1

Beach                            0
Mountains                        0

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT ALL COUNTERS WERE ZERO (0) WHEN THE
POLLS OPENED AND THAT THE ELECTION IS
BEING HELD IN ACCORDANCE WITH THE LAWS
OF THE STATE.

------------------------------------
Election Judge
------------------------------------
Election Judge
------------------------------------
Election Judge

001 Precinct 1
Unit Serial Number: 0318360353

*** END OF REPORT ***
```

Zero tape

```
*** VOTING RESULTS REPORT ***
02:04 PM August 30, 2019
Unit Serial Number: 0314350072

South Carolina County
SOUTH CAROLINA FUN BALLOT
001 Precinct 1
Election Date: November 03, 2020
Poll Opened Date: August 22, 2019
Poll Opened Time: 12:01 PM
Poll Closed Date: August 30, 2019
Poll Closed Time: 02:03 PM
Public Count: 8


Protected Count: 457
Precinct Voting Report

Unit Serial Number: 0314350072

Precinct 1

Total Paper Sheets:  8

Preferred SC Vacation Dest
Number to Vote For               1

Beach                            6
Mountains                        2

WE, THE UNDERSIGNED, DO HEREBY CERTIFY
THAT THE ABOVE RESULTS ARE A TRUE AND
ACCURATE ACCOUNT OF ALL BALLOTS COUNTED
AND THAT ALL COUNTERS WERE ZERO (0) WHEN
THE POLLS OPENED AND THAT THE ELECTION
WAS HELD IN ACCORDANCE WITH THE LAWS OF
THE STATE.

------------------------------------
Election Judge
------------------------------------
Election Judge
------------------------------------
Election Judge

001 Precinct 1
Unit Serial Number: 0314350072

*** END OF REPORT ***
```

Totals tape

Primary Voter Registration List

SOUTH CAROLINA VC ₹ REGISTRATION LIST
Statewide Primary Election

ELECTION NUMBER: 20579
ELECTION DATE: 06/12/2018
POLLING LOCATION: Calvary Baptist Church
PRECINCT CODE(s): 315
COUNTY: 23 GREENVILLE
PAGE NO: 5

#	NAME, ADDRESS	BALLOT STYLE	MGR INIT	POLL LIST PAGE	POLL LIST LINE	PARTY R	PARTY D	RUN OFF	RUN OFF PAGE	RUN OFF LINE	Con	Sen	House	CoC	Sch	Cic	REG NUMBER	DOB/REG DATES
1	Arce Deanna T, 128 Scottish Ave	D001 R014	LC			●	O	LC			04	08	027	26	28		470759069	09/12/1977 10/11/2016
2	Ard Corey R, 302 Willow Branch Dr	D001 R014	Cw	3	12	O	●	LC	2	58	04	08	027	26	28		470113973	09/02/1990 08/24/2012
3	Ard Rhonda M, 302 Willow Branch Dr	D001 R014		IF		O	O	O			04	08	027	26	28		235538603	08/19/1959 03/20/1996
4	Arendt Jason D, 125 Scottish Ave	D001 R014	HB	4	7	O	●	Cw	1	21	04	08	027	26	28		470088809	09/16/1979 06/29/2012
5	Arias Vimancolly, 101 Tripmont Ct	D001 R014				O	O	O			04	08	027	26	28		470057295	12/11/1975 04/12/2012
6	Arnold Zachary W, 144 Ashdown Dr	D001 R014				O	O	O			04	08	027	26	28		470705855	02/24/1981 08/31/2016
7	Anoye William D, 2204 Arbor Keats Dr	D001 R014				O	O	O			04	08	027	26	28		470729312	06/20/1937 10/08/2016
8	Artadi Veronica A, 136 Scottish Ave	D001 R014		IF		O	O	O			04	08	027	26	28		235770647	11/12/1975 09/19/2008
9	Ashby Amanda Miller, 113 Shagbark Ct	D001 R014				O	O	O			04	08	027	26	28		235655749	01/03/1974 05/18/2002
10	Ashby Gradan H, 113 Shagbark Ct	D001 R014				O	O	O			04	08	027	26	28		235767425	05/11/1983 09/03/2008
11	Atkins James K Jr., 9 Arbordale Ln	D001 R014				O	O	O			04	08	027	26	28		235598933	10/05/1967 11/10/1998
12	Atkins N Lynette, 9 Arbordale Ln	D001 R014				O	O	O			04	08	027	26	28		235457600	05/24/1968 04/12/1996
13	Atwood Gia H, 162 Border Ave	D001 R014				O	O	O			04	08	027	26	28		235754279	03/18/1974 02/28/2008
14	Atwood Ronald S Jr., 162 Border Ave	D001 R014		IF		O	O	O			04	08	027	26	28		235519821	04/28/1975 05/26/1994
15	Atwood Stephen T, 162 Border Ave	D001 R014				O	O	O			04	08	027	26	28		470659201	04/27/1998 07/07/2016

DO NOT WRITE IN THIS AREA

23315

Appendix 5

Primary Poll List

Democratic Primary Poll List

County		Date	
Election		Election Number	
Precinct		Precinct Code	

Voters Oath - Please read: I do solemnly swear or affirm that I am qualified to vote in this election according to the Constitution of this State and that I have not voted during this election; further, I do solemnly swear or affirm that I am duly qualified to vote at this primary election and that I have not voted before at this primary election or in any other party's primary election or officially participated in the nominating convention for any vacancy for which this primary is being held.

Signatures of Voters

No.	Signature	No.	Signature
1		26	
2		27	
3		28	
4		29	
5		30	
6		31	
7		32	
8		33	
9		34	
10		35	
11		36	
12		37	
13		38	
14		39	
15		40	
16		41	
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	
25		50	

Page No. _____

SOUTH CAROLINA
ELECTION COMMISSION

Primary Poll List

Republican Primary Poll List

County		Date	
Election		Election Number	
Precinct		Precinct Code	

Voters Oath - Please read: I do solemnly swear or affirm that I am qualified to vote in this election according to the Constitution of this State and that I have not voted during this election; further, I do solemnly swear or affirm that I am duly qualified to vote at this primary election and that I have not voted before at this primary election or in any other party's primary election or officially participated in the nominating convention for any vacancy for which this primary is being held.

Signatures of Voters

1		26	
2		27	
3		28	
4		29	
5		30	
6		31	
7		32	
8		33	
9		34	
10		35	
11		36	
12		37	
13		38	
14		39	
15		40	
16		41	
17		42	
18		43	
19		44	
20		45	
21		46	
22		47	
23		48	
24		49	
25		50	

Page No. _____

SOUTH CAROLINA
ELECTION COMMISSION

General Election Voter Registration List

ELECTION NUMBER: 20026
ELECTION DATE: 11/08/2016

SOUTH CAROLINA VOTER REGISTRATION LIST
Statewide General Election

POLLING LOCATION: First Baptist Church

PRECINCT CODE(s): 029

COUNTY: 02 AIKEN
PAGE NO: 3

#	NAME, ADDRESS	BALLOT STYLE	MGR INIT	PAGE	LINE	VOTED	Con	Sen	Hou	CoC	Sch	Wat	PSD	Fir	MI1	MI2	REG NUMBER	DOB/REG DATES
1	Anderson William R, 176 Village Pkwy	B027	KR	3	00	●	02	24	083	04	04						024120203	10/13/1961 01/05/2010
2	Andrews Antroyn L, 928 Georgetown Dr	B027				O	02	24	083	04	04						024096910	06/09/1967 10/05/2012
3	ANDREWS HOPE A, 955 Georgetown Dr	B027				O	02	24	083	04	04						406782650	03/05/1986 09/25/2004
4	Apolzan John W, 147 Village Pkwy	B027		IM		O	02	24	083	04	04						024166563	02/23/1980 07/28/2009
5	Arant Nicki M, 128 Savannah Pt	B027	ABS			▨	02	24	083	04	04						024080110	09/19/1944 06/29/2005
6	Arant R Curtis, 128 Savannah Pt	B027	ABS			▨	02	24	083	04	04						024080111	04/15/1944 06/29/2005
7	ARMBRUSTER CHRISTINA M, 303 Lake Ave	B027	KR	5	18	●	02	24	083	04	04						470351284	10/05/1986 03/24/2014
8	Armitage Charles O III, 128 Crystal Lake Dr	B027		IM		O	02	24	083	04	04						024156471	08/08/1972 03/20/2008
9	Armstrong Cathy L, 532 Front St	B027				O	02	24	083	04	04						470471674	09/24/1950 03/05/2008
10	Armstrong James H, 532 Front St	B027				O	02	24	083	04	04						470471676	08/27/1947 06/25/2015
11	Annest Chad W, 525 Pershing Dr	B027		IM		O	02	24	083	04	04						024136477	08/06/1972 10/01/2004
12	Arnest Jennifer A, 525 Pershing Dr	B027				O	02	24	083	04	04						024126564	08/15/1978 02/27/2003
13	ARRINGTON VIRGINIA I, 319 W Pine Grove Ave	B027	ABS.			▨	02	24	083	04	04						470286944	09/18/1964 09/19/2013
14	Arthurs Cherie A, 1021 Georgetown Dr	B027	KR	7	46	●	02	24	083	04	04						024138264	07/11/1974 07/06/2016
15	Arthurs William T, 1021 Georgetown Dr	B027				O	02	24	083	04	04						470095344	03/04/1994 07/24/2012

DO NOT WRITE IN THIS AREA

General Election Poll List

Poll List

County		Date	
Election		Election Number	
Precinct		Precinct Code	

Voters Oath - Please read: I do solemnly swear or affirm that I am qualified to vote in this election according to the Constitution of this State and that I have not voted during this election.

Signatures of Voters
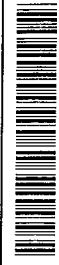
1		26	
2		27	
3		28	
4		29	
5		30	
6		31	
7		32	
8		33	
9		34	
10		35	
11		36	
12		37	
13		38	
14		39	
15		40	
16		41	
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23		48	
24		49	
25		50	

Page No. _____

SOUTH CAROLINA
ELECTION COMMISSION

Municipal Voter Registration List

SOUTH CAROLINA VO... REGISTRATION LIST
Surfside Beach Town Council Spec Elect

COUNTY: 26 HORRY
PAGE NO. 1

ELECTION NUMBER: 20155
ELECTION DATE: 08/09/2016 POLLING LOCATION: Dick Johnson Civic Center PRECINCT: 204

#	NAME, ADDRESS	BALLOT STYLE	ELECTION MGR INT	PAGE	LINE	VOTED	RUN OFF MGR INT	PAGE	LINE	VOTED	CITY COUNCIL DISTRICT	REG NUMBER	DOB/REG DATES	DO NOT WRITE IN THIS AREA
1	ACEVEDO JASON 512 S Poplar Dr Apt C		IM			O	IM			O		470625891	09/13/1976 05/25/2016	
2	Ackles John M 629 3rd Ave S		IF			O	IF			O		261893776	06/22/1939 01/31/1980	
3	Ackles Steven G 629 3rd Ave S		IF			O	IF			O		265781802	07/02/1970 07/24/1992	
4	Adams Carol P 213 3rd Ave S					O				O		265880639	05/14/1949 01/16/2003	
5	Adams Charles R Jr 812 S Hollywood Dr					O				O		265850768	03/31/1953 09/28/1999	
6	ADAMS LAUREN A 111 N Hollywood Dr Unit A					O				O		470351706	11/27/1994 06/12/2014	
7	Adams Susan P 812 S Hollywood Dr					O				O		262285695	12/16/1954 02/09/1984	
8	Addison James M 522 Maple Dr					O				O		261615410	06/02/1934 09/30/1976	
9	Adkins Brian K 618 15th Ave S Apt 66					O				O		265951413	09/04/1954 08/04/2008	
10	ADKINS RONALD G 512 Surfside Dr					O				O		470270639	04/29/1953 07/24/2013	
11	AIKEN JAMES P 120 N Ocean Blvd # 6					O	*(mark)*			O		470637880	07/04/1957 06/07/2016	
12	Aiosa Jackie L 612 15th Ave S Apt 18					O				O		262372124	03/09/1942 05/13/2000	
13	Aiosa Richard 612 15th Ave S Apt 18					O				O		265784858	02/12/1950 09/16/1992	
14	Albohn Tara J 520 1st Ave N Apt C					O				O		265951335	05/19/1986 07/30/2008	
15	Alexander Geraldine B 613 2nd Ave N					O	*(mark)*			O		261829287	11/28/1927 09/03/1980	

SC Voters Change of Address Form

Each voter whose address has changed should complete a Change of Address form.

Provisional Ballot Envelope (Front)

Provisional Ballot Envelope

Voter Information–Complete this section for all voters casting provisional ballots.

Precinct Name_____

Last Name_____ First Name_____ MI_____

Reg. No._____ Birthdate_____ Phone_____

Street_____ City_____ Zip_____
AS REGISTERED

A **Failsafe–Complete this section if voter has moved and is voting a failsafe ballot. Use Failsafe Provisional ballot.**

Voter's New Address

Street_____ City_____ Zip_____

Voter's New Mailing Address (if different from above)

Street_____ City_____ Zip_____

I swear (or affirm) that the address provided above is my sole legal residence for voting purposes.

Signature of Voter_____

B **Voter Qualification Challenge–Complete this section if voter's qualifications to vote are being challenged. Use Emergency/Provisional ballot.**

Check reason for challenge:

❑ Not a qualified voter   ❑ Incorrect county/precinct/district

❑ Photo does not match   ❑ Other_____

Describe reason or provide additional information:

_____

_____

Challenger Information

Last Name_____ First Name_____ MI_____

Street_____ City_____ Zip_____

Reg. No._____ Phone_____

See back for voter with No Photo ID.

7035_33_PEBVID_SCEC_072013

Provisional Ballot Envelope (Back)

Use this side for voters without Photo ID. Complete section C or D.
Note: Complete Voter Information section on front for all voters.

C   Voter did not bring Photo ID. Use Emergency/Provisional ballot.

❑ Check here if voter has a photo ID but did not bring the photo ID with them to the polling place. Remind voter to show Photo ID to county election commission by the time of the provisional ballot hearing.

D   Voter has no Photo ID—Complete this section if voter does not have an ID due to some obstacle. Use Emergency/Provisional ballot.

Reasonable Impediment Affidavit:

I swear (or affirm) under penalty of perjury that I am the same person who appeared at this polling place and cast this provisional ballot on Election Day.

I suffer from the following reasonable impediment that prevented me from obtaining one of the required photo IDs (check one):

❑ Religious objection to being photographed

❑ Lack of transportation

❑ Disability or illness

❑ Lack of birth certificate

❑ Work schedule

❑ Family responsibilities

❑ Other reasonable impediment (list if disclosure is not protected by state or federal law)

_____

_____

Signature of Voter_____

Signature of Poll Manager or Notary_____

Date_____ Commission Expiration Date_____

Provisional Ballot Envelope

Notice of Hearing on Provisional Ballots

Notice of Hearing on Provisional Ballots

SOUTH CAROLINA
ELECTION COMMISSION

THE COUNTY BOARD OF CANVASSERS WILL HOLD A HEARING TO DETERMINE THE VALIDITY OF YOUR PROVISIONAL BALLOT.

If you are the challenged voter:

★ You are entitled to be present at this hearing.

★ You are entitled to be represented by legal counsel and to present evidence.

★ If you did not provide photo ID, you must provide ID to the election commission no later than the time of the provisional ballot hearing for your vote to count.

★ If you did not provide photo ID due to a religious objection or suffering from an impediment and you completed the affidavit, your vote will count unless the election commission has grounds to believe your affidavit is false.

If you are the challenger:

★ You may be present at the hearing to present evidence and/or witnesses.

★ Prior to the hearing, you may present written evidence to the county election commission.

★ If you do none of these to support the challenge, the ballot will be counted.

The provisional ballot hearing will be held:

DATE

TIME

ADDRESS

CITY   SOUTH CAROLINA

Check the status of your provisional ballot:

★ At **SCVotes.org**, click on "Voters", then "Check Your Provisional Ballot".

★ Or call the State Election Commission toll-free at **1-866-200-6110**.

This notice was issued as required by Section 7-13-830 of the 1976 South Carolina Code of Laws.

scVOTES.org

EVERY VOTE MATTERS.
EVERY **VOTE COUNTS.**

5433-07 2011

Ballot Reconciliation Worksheet

County _____Precinct _____ Date _____

Ballots Supplied		
A	Ballot Cards (Completed by County Office)	
B	Hand-Marked Paper Ballots (Completed by County Office) (Emergency/Provisional + Failsafe Provisional)	
C	Additional Ballot Cards	
D	Additional Hand-Marked Paper Ballots (Emergency/Provisional + Failsafe Provisional)	
	Total 1	

Ballots Used		
E	Ballots Scanned	
F	Provisional Ballots	
G	Spoiled Ballots	
	Total 2	

Ballots Not Used		
H	Ballot Cards	
I	Hand-Marked Paper Ballots (Emergency/Provisional + Failsafe Provisional)	
	Total 3	

Poll List		
J	Number of Signatures on Poll List	

Total 2 [_____] **+ Total 3** [_____] **=** [_____] (Should equal Total 1)

Total 2 [_____] **-** **G** [_____] **=** [_____] (Should equal J)

Explain any discrepancies: _____

_____

_____

_____

Poll Clerk Signature: _____**Time:** _____

every vote matters.
every vote counts.

Ballot Reconciliation Worksheet – Instructions

Ballots Supplied

A. **Ballot Cards** – Number of ballot cards supplied by county. Number is filled in by the county office.

B. **Hand-Marked Paper Ballots** – Number of hand-marked paper ballots supplied by county. Number includes all Emergency/Provisional and Failsafe Provisional. Number is filled in by county office.

C. **Additional Ballot Cards** – Number of extra ballot cards brought to the precinct on election day. This blank is only used if you run low on ballot cards and more are delivered from the county office.

D. **Additional Hand-Marked Paper Ballots** – Number of extra hand-marked paper ballots brought to the precinct on election day. This blank is only used if you run low on hand-marked paper ballots and more are delivered from the county office.

Ballots Supplied = A + B + C + D = TOTAL 1

Ballots Used

E. **Ballots Scanned** – Total number of ballot cards scanned into the precinct scanner(s) on election day. This number can be retrieved from the scanner counter. This number should be retrieved after scanning any ballot cards and/or emergency ballots that were in the Emergency/Provisional compartment. If you have more than one scanner, you will need to add scanned ballot totals from each scanner together.

F. **Provisional Ballots** – Number of provisional ballots submitted on election day and should correspond to the number of provisional ballot envelopes in the emergency/provisional ballot compartment.

G. **Spoiled Ballots** – Total number of spoiled ballot cards and spoiled hand-marked paper ballots in the "spoiled ballot" envelope.

Ballots Used = E + F + G = TOTAL 2

Ballots Not Used

H. **Ballot Cards** – Number of unused ballot cards left from ballot cards supplied. The poll clerk will need to count the ballot cards remaining to determine this number. To make this process easier, ballot cards should not be removed from their packaging prematurely. Example: Precinct receives 3 packages of ballot cards containing 250 ballot cards each. At the end of the day, there are 2 unopened packages equaling 500 ballot cards. There are 75 unused ballot cards from the opened package. Ballot Not Used is 575.

I. **Hand-Marked Paper Ballots** – Number of unused ballots left from hand-marked paper ballots supplied.

Ballots Not Used = I + J = TOTAL 3

Poll List

J. **Number of Signatures on Poll List** – Total number of voters who signed all precinct poll lists.

Reconciliation

Fill in the blanks with the corresponding numbers and calculate. These calculations should match the number indicated. If there are any differences, check your math. If the discrepancies cannot be resolved, the poll clerk should provide any available explanation or information in the space provided.

Notes

every vote matters.

every vote counts.

State Election Commission

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